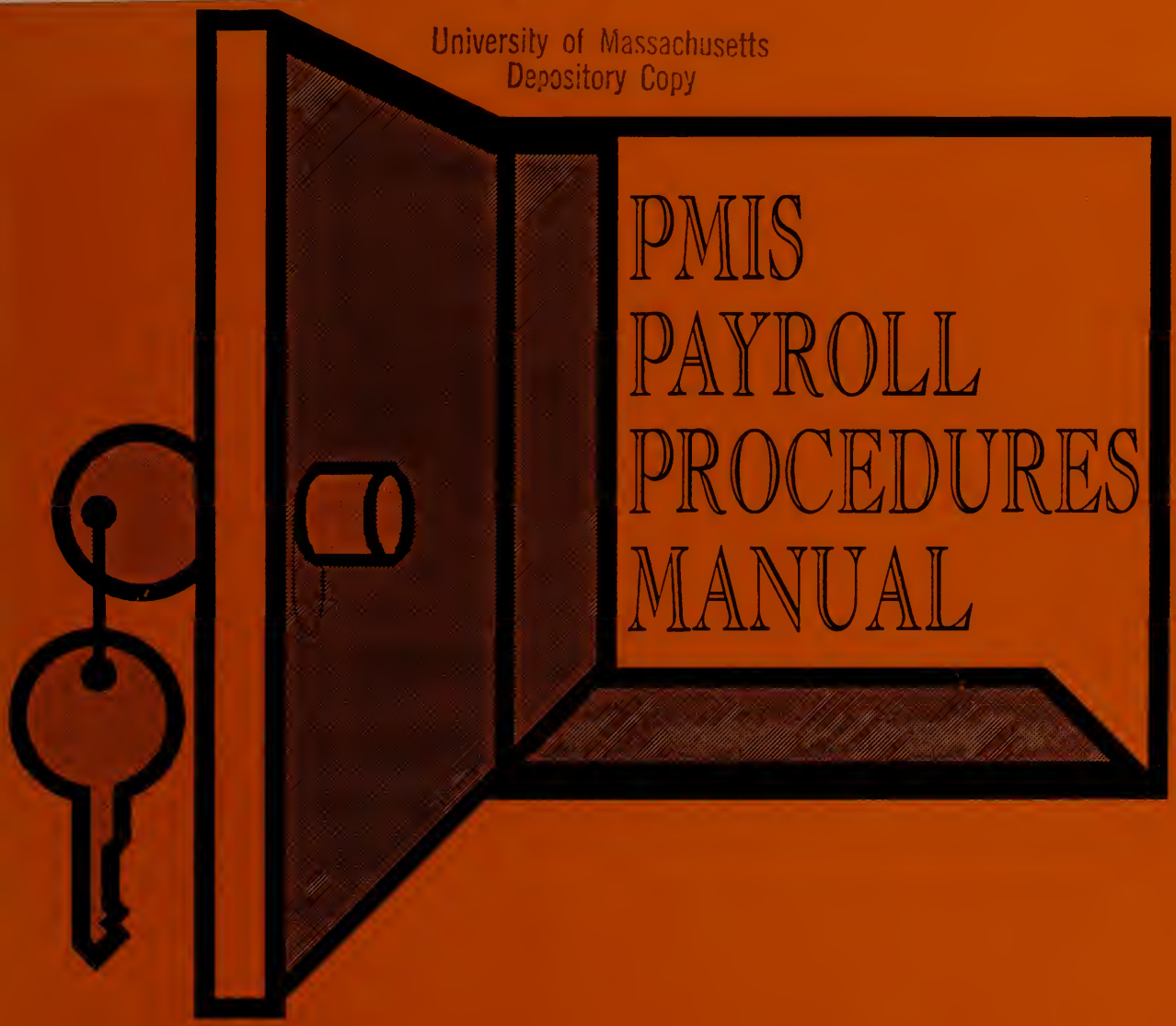
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PMIS PAYROLL PROCEDURES MANUAL

Office of the Comptroller
March 1994

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Chapter 1
Introduction

What is PMIS?

PMIS, the **Personnel\Payroll Management Information System**, combines personnel tracking and payroll generation for the Executive Branch. This includes about 60% of all state employees.

The system allows you to record all the information needed to produce the PMIS payroll each week. This includes:

- The personal information needed to appoint an employee, such as their name, address and social security number.
- The employee's compensation for that position and information about the current deductions that apply.
- Weekly tracking of hours and attendance exceptions.
- The employee's work schedule and bargaining unit as well as any sick time, vacation and personal time balances.

Who Should Use This Manual

This manual describes the PMIS tasks that are overseen by the Comptroller's office. It provides general information about the tasks and step-by-step instructions for performing them. It does not cover policy issues or personnel, employee relations, group insurance or affirmative action related issues. It is designed for those users who need practical, hands-on instructions to process payroll.

The Importance of Accuracy

Because your entries in PMIS affect employee's compensation, it is essential that you are as accurate as possible. While occasional mistakes are inevitable and can be corrected, it is better to take the extra moment to check your entries than to go through the additional steps required to make after-the-fact corrections.

Do not be afraid of the system itself. If you press the wrong key, you are not going to hurt anything. You cannot harm the underlying program or damage existing data. The harm you can do is limited to entries on individual screens and those entries can be corrected or edited.

PMIS, PCRS and MMARS

MMARS, the **Massachusetts Management Accounting and Reporting System**, is the Commonwealth's general ledger and accounting system. PCRS, the Payroll Cost Reporting System is the Commonwealth's labor distribution and funds availability system. Payroll data from PMIS is sent through PCRS to MMARS on a regularly scheduled basis. Within MMARS, that same data is summarized and this summary is used to update the general ledger entries.

Because of this relationship, all valid appropriation accounts that are recognized by MMARS must be registered in the reference files of PMIS. When you enter an account number and position in PMIS, the program checks to see that the account is valid and that the position is established in that account. If PMIS does not find your entry, you will get an error message and your entry will be rejected. This careful checking by PMIS ensures that only correct and meaningful data is sent to MMARS.

PMIS Subsystems - Limits In This Manual

To make PMIS more manageable for its users, it is divided into subsystems, each of which offers a bundle of related activities and functions. This manual discusses only the five subsystems overseen by the Comptroller's office. These are:

- (05) Employee Subsystem
- (06) Payroll Subsystem
- (07) Fiscal Subsystem
- (10) Contractor Subsystem
- (12) Savings Bond Subsystem

The manual further limits itself to just those functions in each subsystem that are relevant to producing payroll.

Role Of Human Resources Department

In many places in this manual, we refer you to the Human Resources Department for information or assistance. If you do not have a separate Human Resources Department, ask your supervisor to direct you to the employee whose job includes human resources functions.

How To Use This Manual

Each subsystem is discussed in its own chapter. The subsystem chapters contain instructions that are unique to the functions in that subsystem. General information about entering PMIS and navigating through it as well as information about basic computer skills are in the next chapter, ***Getting Started***. We urge all new users to read that chapter before continuing.

To help you find what you need quickly, the manual has an index and a table of contents. In addition, there is a list of common problems and their solutions in the ***Helpline Appendix*** at the back of the manual. Further appendices contain needed forms and tables of valid entries that are too long to fit comfortably in an individual chapter.

How To Get Help

If you do encounter a problem, several sources of help are available to you.

- Check this manual.
- Check with someone in your area who performs the task regularly.
- Call the appropriate Helpline.

For questions about this manual or for payroll on-line questions, call
Office of the Comptroller
Department of Assistance Bureau
617-727-5000 X385

For payroll policy related questions, call
Office of the Comptroller, Payroll Unit
617-727-5000 X331

When you call, please be seated at the terminal. It is much easier for Helpline personnel to assist you if you can tell them exactly what is on your screen when you encounter the problem. Be prepared to give them the number of the screen you are working on. This number appears at the upper left-hand corner of the screen and begins with the letters PMIS. You may be asked to give the following information as well:

- Department
- Account numbers
- Employee's Social Security number
- Position number and Title Code
- Pay Title Code
- Pay Organization

Being at the terminal also allows the Helpline to walk you through the problem step by step.

The Helpline will make every effort to answer your question immediately. However, if there is a heavy volume of calls or if the problem requires Helpline research, it may be necessary for them to return your call later. Because of this, you should consult the manual for a solution or check with a co-worker before calling for assistance.

A Note About The Illustrations

Throughout this manual, we have included illustrations of the screens you will see in PMIS. The data on these screens is fictional data, developed for testing purposes. That is why, on many screens, you will see names like OSC005. You may also see numeric values that differ from those you might expect to see when you are looking at real data on your screen.

At the bottom of our illustrations is the bar you will see if you are on the Banyan network. If you access PMIS from a different network, you may see a different bar or none at all.

Chapter 2
Getting Started

Overview

This chapter is a PMIS primer. All new users should read it carefully. It describes:

- How to obtain access to PMIS.
- How to obtain PMIS training.
- How to enter the PMIS system.
- How to navigate through PMIS.
- Basic computer skills needed to use PMIS.
- How to use PMIS if you are at a PC.
- How to change your OMIS Gateway password.

How To Obtain Access to PMIS

Before you can use PMIS, you must obtain two ID's and two passwords - one set for the OMIS Gateway and one for PMIS. The UAID (Universal Access Identification) and password issued by OMIS take you through the Gateway and give you access to the mainframe systems that you are authorized to use. With the UAID, you can go as far as the PMIS Main Menu. The PMIS ID and password take you from the OMIS Gateway Main Menu to the portions of PMIS that you need to use.

Note: If you already have a valid UAID, you must still go through the procedure described below. OMIS will not give you a new UAID, but will add PMIS to your menu of available mainframe systems.

How To Get The Necessary Forms

Your supervisor will provide the necessary forms for you and will assist you in filling them out. Two separate forms are required.

- The request form for the UAID and the OMIS password is available through your department's Security Administrator.
- The request form for the PMIS ID and password is available through your PMIS Security Administrator.

To further assist you we have included sample forms, correctly filled out, in the ***Forms Appendix*** at the back of this manual. The filled-in fields on those forms are required. If either form is incomplete, it may be returned to you, and you will be delayed in getting your password.

The forms must be completed, signed and returned TOGETHER to OMIS at:

Information Security, Department 70
One Ashburton Place, Rm 801
Boston, MA 02108

Once the forms have been submitted, you can expect to have a UAID and the necessary passwords within a week.

Password Security

YOUR ID'S AND PASSWORDS BELONG TO YOU. DO NOT LET ANYONE ELSE USE THEM.

If you write down your password, store it in an area that is accessible only to you.

Protecting your passwords protects the data. An unauthorized employee who has your password can alter enough information so that someone's paycheck may be changed or not issued at all. Protecting your password also protects you. If someone makes entries in the system or alters the data using your password, you are responsible.

If you realize that someone else has learned your password, inform your Security Administrator.

What If You Forget Your Password

It is your responsibility to remember your UAID and passwords. However, if you should forget, you can contact your Security Administrator for help.

How To Obtain PMIS Training

While it is not required, it is desirable for you to attend a training class before you begin to use PMIS. If you plan to use PMIS soon, discuss class attendance with your supervisor. Your supervisor can then contact the PMIS Coordinator who can make the necessary arrangements.

Both beginner and advanced level classes are scheduled once every other month. If this is not sufficient to meet the demand, additional classes will be scheduled. The training facility exists to assist you and will provide the training needed to let you perform your tasks in a timely manner.

The PMIS Coordinator can schedule training by contacting:

Office of the Comptroller
Department Assistance Bureau
727-5000 x285

PMIS courses are listed in the ***Office of the State Comptroller Catalog of Training Courses***, which is sent to the coordinators each quarter. That catalog will contain a registration form, which can be used in place of the current phone registration system.

If you are using PMIS already and have not had training, it is still a good idea to attend class. This is a matter you can discuss with your supervisor.

How To Enter PMIS

Go to the OMIS Mainframe Gateway in your usual way. When you arrive, you will see the screen shown in Figure 2-1.

The OMIS Gateway

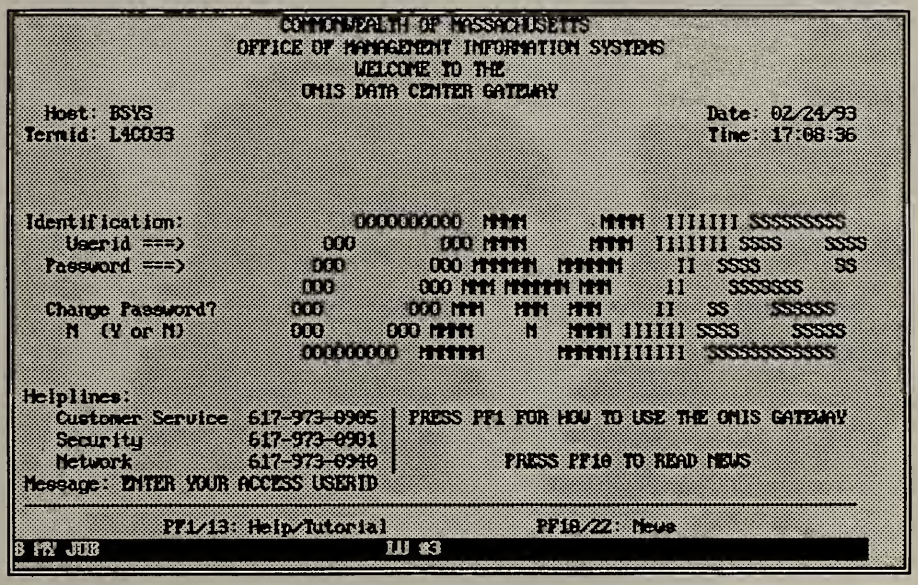


Figure 2-1

To go to the program selection screen, do the following:

1. Type your six-character User-ID (UAID).
2. Press <TAB>.
3. Type your eight-character password.
4. Press <ENTER>.

Note: If you are using your UAID for the first time, you will be asked to assign yourself a new password. Instructions are in the section, "How To Change Your Gateway Password", which is the final section in this chapter.

How To Select the PMIS System

Once you have entered your **UAID** and **PASSWORD**, you will be at the screen similar to the one shown in Figure 2-2. PMIS should appear on the list as one of the programs available to you.

The Mainframe Program Selection Screen

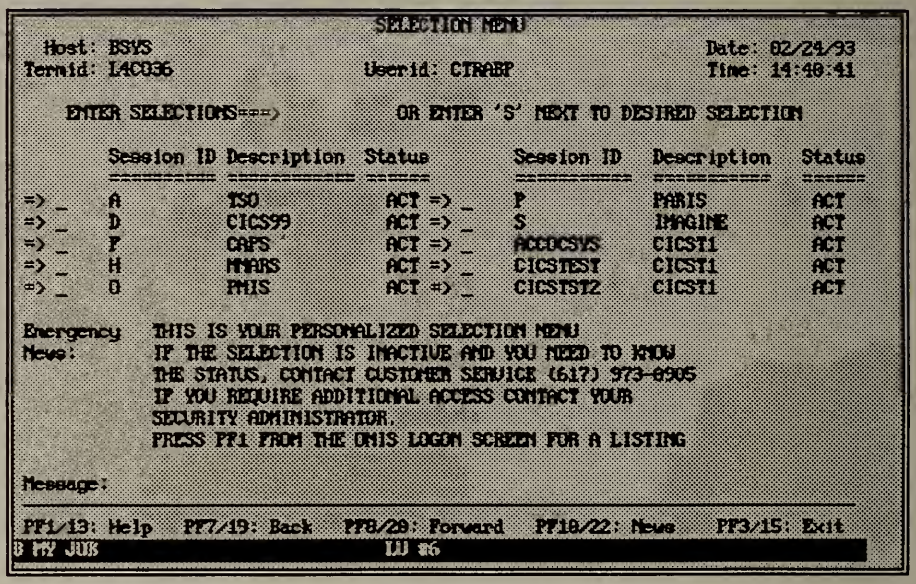


Figure 2-2

To select PMIS:

- Type **O** and press **<ENTER>**.
  OR
- Press **<TAB>** until you are in the field to the left of the **O**. Type **S** (or any other letter) and press **<ENTER>**.

Read the **news screen** that appears. You should read all the pages at least once during the day. They may contain information that affects your work. A sample of this screen is shown in Fig. 2-3.

The News Screen

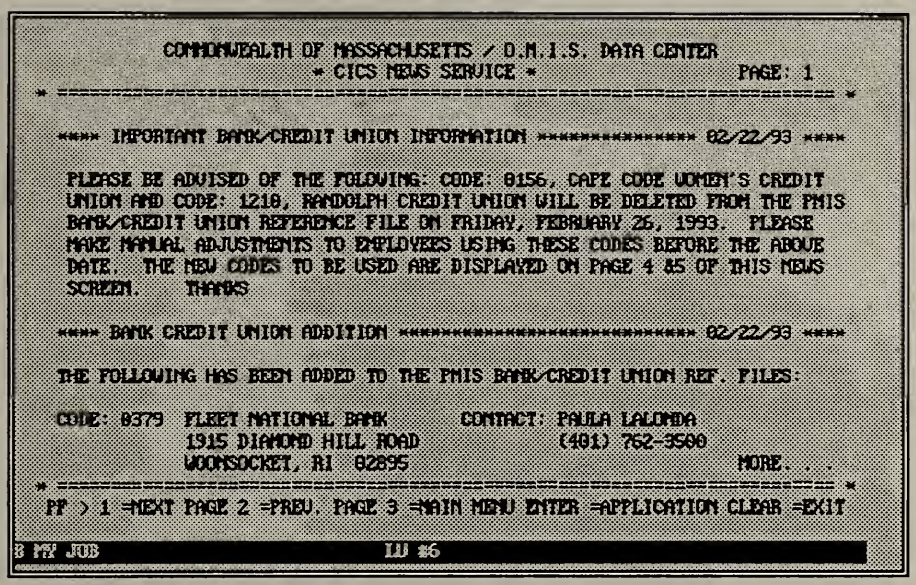


Figure 2-3

While you are on this screen, you have several options available to you:

<PF1>	Use this to page forward.
<PF2>	Use this to page backward
<PF3>	Use this to return to the main menu.
<ENTER>	Use this to continue.

Note: If you are on a PC, press <F1> for <PF1>. If that doesn't work, press <ALT-1> for <PF1>, and so forth.

After pressing **<ENTER>** to continue, you will be prompted to press **<ENTER>** a second time. Doing this brings you to the PMIS Main Menu screen shown in Figure 2-4.

The PMIS Main Menu

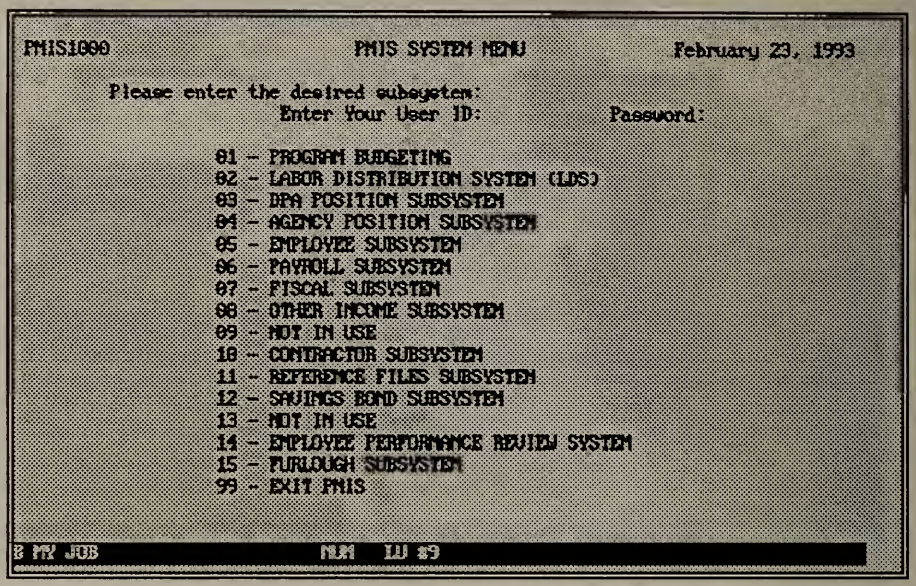


Figure 2-4

How To Navigate Through PMIS

The PMIS Main Menu, which is on your screen now, lists all subsystems preceded by a number. To reach a subsystem, type its number.

You must also type your USER ID (the UAID) and your PMIS password, pressing <ENTER> when you have done so. The program checks your password to make certain that you are authorized to use the subsystem you have selected.

Once you are in a subsystem, you do not need to return to the main menu unless you want to select another subsystem to work in.

Once you are at a subsystem menu screen, type the number of the function you want, enter the additional data required for the particular subsystem, and press <ENTER>. Once you are in the function, you can either return to this menu to select another task, or in many cases, you can move to a new task directly from any function screen. Each function screen offers you a set of navigation tools. At the bottom of

the screen, you will see letter codes, such as M, PF, VH or VP, that you must type to move backwards and forwards, or to see additional views of the data, to move to different functions or to move to the same function for a different employee. The default will already be in place. The default varies from screen to screen, but M is a common one. Type your choice, if it differs from the default and press <ENTER>.

Some Navigation Tools

There are two choices that are available to you on every screen, whether they appear on the list of commands at the bottom of the screen or not. They are:

AB — **Abort**. Depending on where you are in the program, this returns you to the last screen you were using or to the subsystem menu. It cancels the new entries on the screen you were working on, leaving that screen just as it was when you started. It does not affect any other screen or any other data. **Use AB as your escape function if you realize that you are in the wrong place or have made more errors than you want to correct individually.**

M — **Modify**. This saves the entries on your screen, updating the record. Depending on where you are in the program, it moves you to the next screen or to the subsystem menu.

How To Move To Another Employee

You have another navigation method available, called ***recursing***. This means moving to the same screen you are on, but for another employee. To use this, you must do four things:

1. Erase whatever default option is in the **OPTION** or **ENTER-OPTION** field.

2. Enter the social security number of the new employee in the social security number field.

3. Enter the employee's last name in the last name field.

4. Press <ENTER>.

Because recursing is always available to you, it is generally best to organize your work by task rather than by employee. It is usually quicker to do all your appointments, then all your terminations, then all your personal data changes and so forth.

Note: Saving data is, to a large extent, automatic. If you move forward or backward through the records, the record you have just left is saved automatically.

View Functions

To accommodate those users who need to review the information rather than make entries themselves, some functions within each subsystem are ***view only***. This means that you can see the information you need, but you cannot modify it. View only functions provide a valuable safeguard against accidental changes to an employee's record while providing complete access to necessary information. All **view only** functions begin with the word **VIEW** on the menu.

Note: If you notice an error on a view only screen, do not take it upon yourself to go into another function to correct it. Submit a payroll file adjustment and a cover letter to your personnel office and wait for authorization to change it. This permits a clear record of all changes made to the data and a clear record that those changes were authorized. Once you have this authorization correct the error as soon as possible. Errors in the payroll data can affect the accuracy of an employee's paycheck.

If you do not have a separate personnel department, follow specified procedures that are used within your department.

How To Leave PMIS

Pressing <ENTER> to accept the default cycles you through any available screens and then brings you to the subsystem menu screen. Type **99** to exit the subsystem and return to the PMIS Main Menu. Type **99** again to exit PMIS and return to the OMIS Gateway screen.

If you are on a PC and want to leave the OMIS Gateway screen, press <F3>. A list of function key choices will appear. Press <F7>. This ends the session.

For security reasons, exit PMIS (by typing 99 at the PMIS Main Menu) whenever you leave your terminal. It is true that if you are gone for nine minutes, the system will time you out. Do not rely on this. If you leave the terminal, there is still time for someone else to use the program under your password. You are responsible for changes that employee might make. Even if no changes are made, no unauthorized employee should be able to see the sensitive employee data stored in PMIS.

Basic Computer Skills

Even if you have not used computers often, you can use PMIS comfortably. There are only a few things for you to remember.

Action	Key
To move from field to field	Press **<TAB>**. (If you fill a field, PMIS moves you to the next field automatically.)
To move backwards through the fields	Press **<SHIFT-TAB>**.
To move within a field	Press the Left Arrow and Right Arrow keys.
To move to the next line	Press **<F9>** from a PC. (Try **<ALT-9>** if **<F9>** doesn't work. Choices made when you go to the Gateway screen determine which key will work.) On a terminal, press **<RETURN>**.
To move to the first enterable field	Press **<HOME>**.
To move to the last enterable field	Press **<HOME>**. Then press **<SHIFT-TAB>**.
To enter a date	Use the format requested. **(YYWW)** for example. Do not type slashes between the numbers. If no format is requested, use **MMDDYY**.
To enter a Social Security Number	Type the numbers only. Do not type dashes or spaces.

To correct a typing error or delete a character	Press **<DELETE>** to delete the character the cursor is resting on.
To overwrite a field	Retype the information. Press **<DELETE>** to remove extra unwanted characters.
To erase a field	Press **<ERASE EOF>** (That's **<F6>** or **<ALT-6>** if you are using a PC.)
To insert letters	Press **<INS>**.

How To Use PMIS From A PC

If you are a PC user and have never used a mainframe program from a PC before, you need to understand some of the keyboard differences between a PC and a dumb terminal.

PC Key	Function
<ESC>	Don't use it. If you do, you may find that you have added unwanted characters to the field or that most of the keys on your keyboard have stopped responding. If the keys stop responding and you are on a Banyan network, the word **ELSE** will appear in the bar at the bottom of the screen. See the next item to correct the problem.
<F10> or <ALT-0>	Unfreezes the keyboard and lets you continue. There are many reasons, besides pressing **<ESC>** that cause your keys to stop responding.

<PF> Keys

Before you enter PMIS, you will be able to press <PF> keys to move to different screens. You don't have <PF> keys on a PC. Instead use the function keys, with <PF1> equal to <F1>, and so forth. If the functions keys don't work, press <ALT> plus a number instead. <ALT-1> equals <PF1> and so forth.

Arrow Keys and <ENTER> as a means of navigation

If you are used to doing data entry on programs that were written for a PC, you know that pressing <ENTER> or an arrow key will move you from field to field. When you are in PMIS, pressing <ENTER> moves you to another screen, not another field. The arrow keys move you space by space on the screen, but not necessarily field to field. Use arrow keys within a field only. If you try to navigate with them otherwise, you may freeze your keyboard. Use <TAB> and <SHIFT-TAB> to move between fields.

Notes About Field Entries

When you are making field entries, bear in mind the following:

- When you are making entries in any field, you can use either upper or lower case letters. Once you have saved a screen, the program converts all entries to uppercase.

- Some field entries depend upon one another. For example, if you indicate that an employee wishes to have money deducted for United Way, then you must enter the amount that is to be deducted. If you leave out a required entry, an error message will appear on the screen, reminding you to fill in the missing field. If the value in one field dictates the valid entries in another, the manual will tell you what values to use.

- If you make an error, an error message will appear at the top of the screen. In most cases, the message is self-explanatory. Because of the large range of possible error messages, it is not possible to document them all. If an error message appears that you do not understand, take a print of the screen. Then consult another user or call the Helpline.

- Some fields are filled in automatically and cannot be changed. Those fields are not marked in any special way, but you will not be able to modify them.

- Each section of this manual that describes a particular screen describes the data entry fields on that screen. With few exceptions, we discuss only those fields in which you are allowed to make an entry. We describe the remaining fields only if the information will help you perform your tasks.

How To Change Your Password

The first time you use your UAID and every 60 days after that, you will be required to change your OMIS Gateway password, and on occasion, you may simply wish to change it.

If you are required to change your password, a system message will appear requesting that you do so, and you will see the screen shown in Figure 2-5.

The Change Password Screen

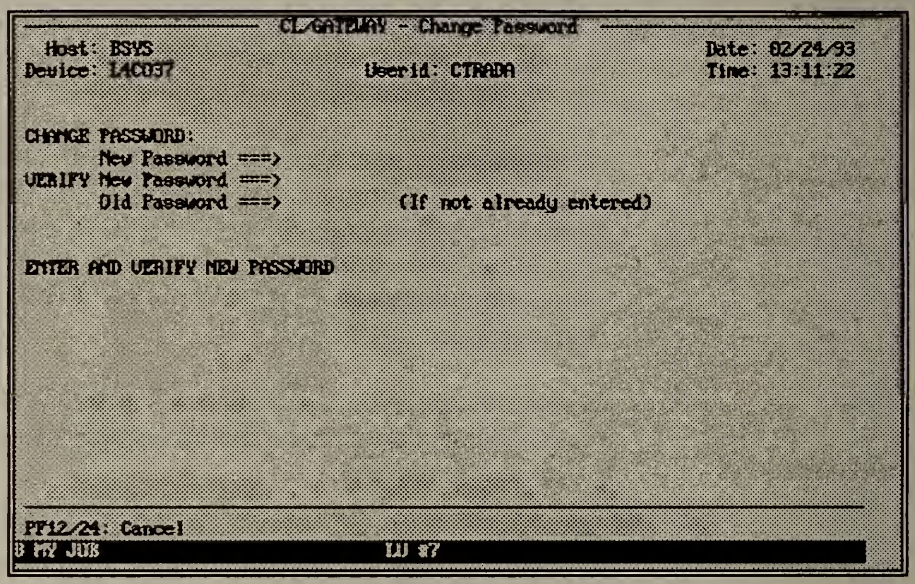


Figure 2-5

To comply, do the following:

1. Type your new 8 character password selection. You may choose any combination of letters and numbers.

2. Retype the new password. The system verifies that you have typed it the same way both times. If you have not, you'll be asked to repeat the procedure.

Once you have done this, your new password is in effect.

Note: If you are a first time user, the "old" password is the one you were given when you received your UAID.

Changing your password does not affect your UAID, nor does it affect your PMIS password. These do not change on a regular basis, and you cannot elect to change them yourself.

Chapter 3
The Employee Subsystem

Overview

The Employee Subsystem is one of the largest in PMIS, offering more than 25 individual functions. Like many of the PMIS subsystems, it serves both the Human Resource and Payroll areas. From this subsystem, you receive a full profile of any employee's information as well as a history of the employee's career with the Commonwealth. It gives a snapshot of the employee's year-to-date earnings and deductions as well, since Employee Subsystem records are the source of salary and deduction data for an employee.

You will use the Employee Subsystem to perform the following tasks:

- Appoint or terminate an employee.
- Change an employee's personal information and deduction amounts.
- Correct an employee's social security number.
- View an employee's year-to-date earnings and deductions.
- Add or edit an employee or contracted employee's direct deposit instructions.

All of these tasks are done on an as needed basis. Entries made in this subsystem may be reflected in related position and personnel records on subsystems that are not covered in this manual.

Employee Subsystem Functions Needed

All the tasks previously listed can be accomplished using the following functions:

- (01) Appoint Employee
- (04) Termination
- (10) Modify Employee Personal Data
- (11) Modify Employee Deductions - Page 1
- (12) Modify Employee Deductions - Page 2
- (19) Change Social Security Number
- (21) View Employee YTD (Year-to-Date) Amounts
- (24) Modify Direct Deposit

Each of these functions is discussed separately in its own section of this chapter. No other Employee Subsystem functions are described.

Where To Get The Information For Any Task

The Human Resources department approves all appointments, terminations and changes to an employee's records. All requests from the employee or from human resources should be made in writing. There are standard forms for appointments and terminations. The forms in which other changes are made to an employee's record will be determined by you.

We suggest that you print the screens associated with functions 10, 11, 12, and 24 and make photocopies of them for the Human Resources department. Ask that each request be accompanied by a signed copy of the appropriate completed screen. Once you have completed the data entry, this form can be filed in the employee's personnel folder. This provides an easy reference for the Human Resources department in any discussions with the employee. It makes your job easier by providing the information to you in the same order in which it appears on your data entry screen. It also provides an audit trail that confirms that the changes you made were the changes requested.

Note: If you do not have an actual Human Resources Department, consult with the employee who performs human resource functions for your department or area.

Getting Started In The Employee Subsystem

Enter PMIS as described in Chapter 2, *Getting Started* in the section beginning, "**How to Enter PMIS.**" Select function 05, **Employee Subsystem**. In a few moments, you will see the menu screen shown in Figure 3-1.

The Employee Subsystem Menu

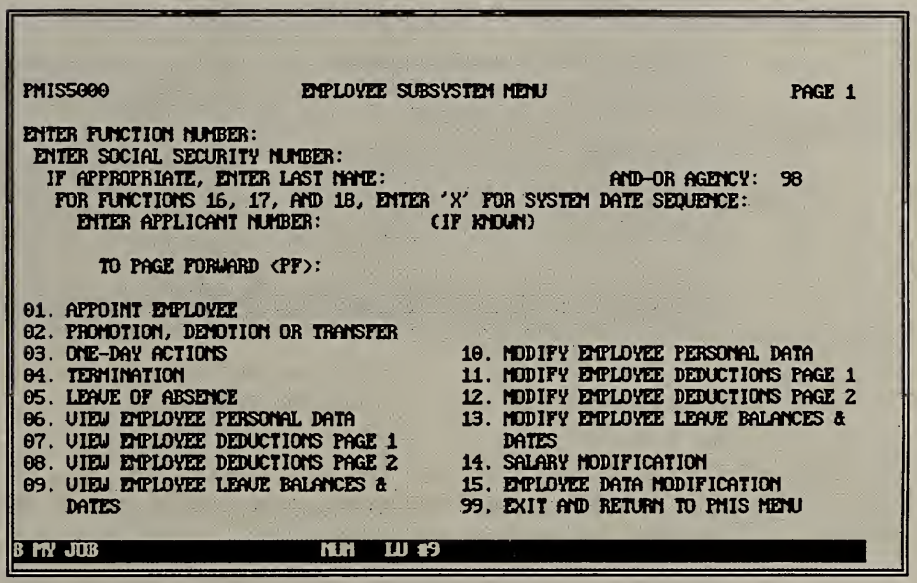


Figure 3-1

Because the menu is so large, it does not fit on a single screen. If you wish to see your remaining choices, press **<TAB>** until you are in the **To Page Forward** field. Type **PF** and press **<ENTER>** to move to the second menu screen, shown in Figure 3-2.

The Employee Subsystem Menu, Page 2

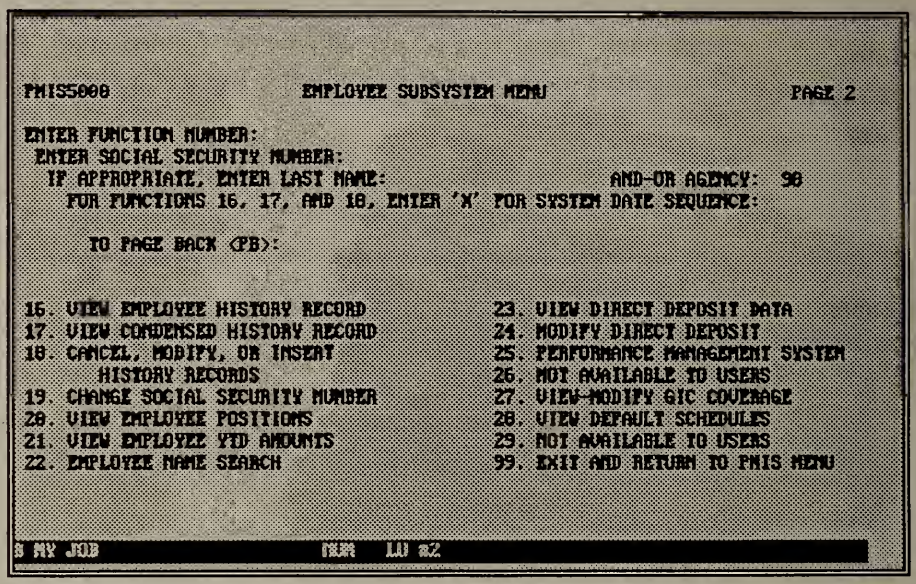


Figure 3-2

To move back to the first screen, press <TAB> until you are in the **To Page Back** field. Type **PB** and press <ENTER>. You need to move between the menu screens only to refresh your memory about the choices available. A function number does not have to be in view for you to select it.

You can select a function from either screen by typing the function number and by filling in the fields that follow as described below. You should be aware, however, that **after a function has been selected, moving back and forth between the two screens erases your entries on either one.** If you want to look at the second screen, move to it before you type anything.

How To Select A Function

To select a function from the subsystem menu, enter:

- The function number.
- The social security number of the first employee you want to work with in that function.
- The last name of that employee. (A last name is not required for function 21, **View Employee YTD Amounts**.)

Press <ENTER> when these entries are in place. If the social security number is not correct, or if it does not match the last name you entered, you will see an error message at the top of the screen. Otherwise, you will remain in the function you selected.

Note: You do not need to know the Applicant Number for any payroll function, nor do you need to enter the Agency unless your ID gives you access to more than one. In that case, you must enter the correct Agency number for the employee. As you progress through the screens in each function, you will find that many of the fields are completed for you. You can change the values in some of these fields, but not in all of them. The fields you cannot change are not marked in any way, but you will not be able to modify them.

How To Navigate In Any Function

As is common throughout PMIS, a bar at the bottom of the screen lists your navigation choices. A default choice, such as M, is entered for you on each screen in the **Enter-Option** field. The choice may vary from screen to screen.

To select a different choice, type its code in the **Enter-Option** field and press <ENTER>. The options vary from screen to screen, but are limited to the ones listed below.

PF **Page Forward**. This saves your entries and moves you to the next function screen.

In the Appoint function, this saves your entries and brings you to a screen on which you can enter personal data for the employee. This data may later be corrected using the Modify Employee Personal Data function.

PB **Page Back**. This saves your entries and moves you to the previous function screen.

VE **View Employee**. This saves your entries and brings you to a view only screen with a profile of the employee.

VH **View History**. This saves your entries and brings you to a view only screen with information about the employee's employment history at the Commonwealth.

VP **View Position**. This saves your entries and brings you to a view only screen with information about the position the employee holds.

Of course, as in any screen, the **AB (Abort)**, **M (Modify)** and recursive options are available to you. These options are discussed fully in Chapter 2 in the sections beginning with, "**How To Navigate Through PMIS**."

Appoint An Employee (01)

Use this function to appoint an employee to a position. This creates a record for that employee in PMIS, so that he or she can begin receiving a paycheck

Before this can happen, the position must be reserved and it must be associated with the account from which it will be paid. This process ensures that money is earmarked for that position, so that the employee can be compensated. By the time you receive a request to appoint an employee, this should already have happened.

If you should receive an error message telling you that you cannot appoint the employee because a fiscal record does not exist or because the position is not associated with the account you entered, it is not something you have done. It just means that processing that should have been done before you received the request has not actually been done. Return the request to Human Resources so they can fill out the necessary PMIS reservation forms. When they have done this, they can make the request for an appointment again.

Before you begin, be certain that you have forms 1, 2, and 3 (included in the ***Forms Appendix***) for each account to which employees are to be appointed. Check to see that the forms are appropriately filled out and signed.

Appoint Screen Procedures

The Appoint function is unique in this subsystem in that it offers you four screens to fill out rather than one. (While you can complete just the first screen, it is advisable to complete all four at the same time.) Pressing <ENTER> from the Appoint screen leads you to a screen for personal data. That, in turn, leads you to the two screens with deduction data. We are describing these one by one. The section immediately following describes the Appoint screen itself. The next three sections describe the following three screens you will go to.

Select the Appoint function by typing **01** in the function number field and entering the employee's social security number and last name. Because you are entering an employee who is new to the system, the system has no way of checking whether that last name belongs to that social security number. Since the social security number is a key piece of information and the basis of reporting to the IRS, it is of the greatest importance that you enter it correctly. Before you press <ENTER> to move to the function, double and triple check your social security number and last name entries. Do not press <ENTER> without completing this careful check. Once you have done this, you will see the screen shown in Figure 3-3.

The Appoint Screen

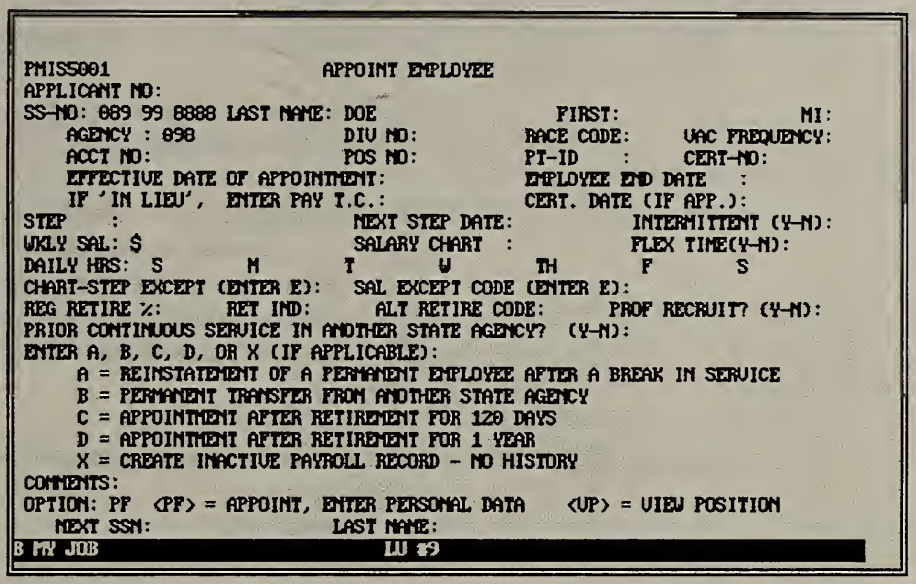


Figure 3-3

To assist you in filling out the fields we have listed them, beginning on the next page, in the order of their appearance on the form. We have noted all required fields.

Once you press **<ENTER>** after having made your entries, you have actually appointed the employee to the position. The personal and deduction data screens that appear next, are described in the sections following the list of fields.

FIELD	EXPLANATION
FIRST	Enter the employee's first name. **(Required)**
MI	Enter the employee's middle initial. Type the letter only. Do not type a period.
DIV NO	Enter the employee's division number within the agency. The division number must belong to the agency number shown and must have been registered using Forms 1, 2 and 3. This is for check sorting purposes within each division. **(Required)**
RACE CODE	Enter the code for the employee's racial group. **(Required)** 2 White 3 Black 4 Hispanic 5 Asian or Pacific Islander 6 American Indian or Alaskan Native 7 Cape Verdean 8 Other
VAC FREQUENCY	Enter **M** if the employee's vacation is credited monthly. Enter **A** if it is credited annually.
ACCT NO	Enter the 8-digit number that identifies the appropriation account from which the position is funded. **(Required)**
POS NO	Enter the number assigned to the position. These numbers are assigned to identify positions authorized by the legislature. **(Required)**
PT-ID	This is a position that can be filled by up to 20 part time employees. The time allotments are assigned a letter between A and J.

CERT-NO	Enter the Civil Service certification number, if applicable. This will check the Civil Service system, ELIPSYS, for verification.
EFFECTIVE DATE OF EMPLOY-MENT	This is the 6-digit MMDDYY date on which the employee is appointed. It cannot be later than the current day's date. **(Required)**
EMPLOYEE END DATE	Enter the date through which the employee is authorized to be in the position. If you get an error message when you enter this date, you may have entered a date later than the end date for which the position is reserved.
IF "IN LIEU", ENTER PAY TITLE CODE	Enter the Pay Title code for the position if it is being filled "in lieu." If the position is Civil Service, the Pay Title Code must match the in lieu title code entered by DPA. If you have entered a pay title code whose first two digits are between 01 and 33, you must enter Step, Next Step Date and Salary Chart. If the title code number's first two digits are 00 or are greater than 33, DO NOT ENTER STEP, NEXT STEP DATE OR SALARY CHART.
CERT DATE	Enter the date on which the employee will be certified in this position. This date MUST be the same as the effective date. (Near the bottom of the Appoint Employee Screen is a field called **ENTER A, B, C, D, OR X**. Each letter is followed by a brief explanation. If you need to choose A, B, C or D to complete that field, you cannot enter a certification date here.)
STEP	Enter the employee's pay level within his or her grade level and salary chart. The valid entries are the numbers 1 through 7.

NEXT STEP DATE

Enter the date when the employee will move to a new salary step. The date must be a future Sunday and is normally the one-year anniversary of appointment. If the employee is at the highest step possible under his or her collective bargaining agreement, leave this field blank.

INTERMITTENT (Y-N)

Enter **Y** if the employee is working on an intermittent basis. Otherwise, enter **N**.

WKLY SAL: $

Enter the dollar amount to two decimal places. The format to use is 000.00.

SALARY CHART

Enter **A**, **B** or **C**.

A — Enter this for any employee who fits the following categories.

- All non-union employees
- Union employees (by bargaining unit) hired prior to settlement date.
- Union employees hired after settlement who have received equalization.
- Employees whose bargaining unit has no chart B or C.

B — New union employees hired after settlement.

C — New union employees who are entitled to recruitment acceleration.

FLEX-TIME

Enter **Y** if the employee is allowed to work on a flex-time basis. Enter **N** if that is not the case.

DAILY HOURS

For each of the days of the week, enter the number of hours the employee is scheduled to work.

CHART-STEP EXCEPT	Enter an **E** if the Chart-Step is an exception from the norm based on longevity. If you enter an **E**, you must enter a comment in the **Comments** field described earlier.
SAL EXCEPT CODE	Enter **E** if the salary is an exception from the chart based on grade and step. If you enter an **E**, you must make a comment in the **Comments** field described earlier.
REG RETIRE %	Enter the percentage of salary to be withheld for the retirement fund. The allowable values are 0, 5, 7 or 8. The value is based on the date of employment. (**Required: You must complete either the regular retire or the alternate retire fields.**)
RET IND	Enter **Y** if the employee is subject to an additional 2% retirement deduction (salary over $30,000 and date of hire later than 1/1/79). The 2% is deducted each week for every dollar earned that week in excess of $576.92.

ALT RETIRE CODE

If the employee is paying into this option (OBRA), enter one of the following:

20 The employee works 20 hours or less per week or the employee is a teacher working less than half-time.

The employee works full time, but seasonally. His work occupies him for no more than one month per year.

The employee is working under a contract that is less than two years in duration.

21 Other employees

If the employee is exempted and does not pay into this plan, enter one of the following codes:

30 Employee is a member of the State Retirement System.

31 The employee was hired for a program to relieve unemployment.

32 The employee has a state of emergency appointment.

33 The employee is an election official paid less than $100.00.

34 The employee is employed by the school he or she is enrolled in.

35 The employee is an inmate or patient working for the institution he or she resides in.

40 The employee's appointment is inactive.

PROF RECRUIT

Enter **Y** if an employee is being professionally recruited for this position and the position is greater than Step 1. Enter **N** if this is not the case.

PRIOR CONTINUOUS SERVICE IN ANOTHER

Enter **Y** if this situation is being used to justify appointing the employee at a step or chart higher than entry level and to exempt the employee from contributing to medicare insurance if he or she

STATE AGENCY	was hired before April 1, 1986. Make a **Y** entry only if the employee does, in fact, have prior continuous service. Otherwise, enter **N**.
ENTER A, B, C, D, X	Enter whichever letter is applicable to this employee, using the on-screen explanations as a guide. Make an entry only if applicable.
COMMENTS	Enter relevant information about the employee. This field is limited to 35 characters. IT IS REQUIRED IF YOU HAVE MADE AN ENTRY IN THE CHART-STEP-EXCEPT FIELD OR THE SAL-EXCEPT-CODE.

The Employee Personal Data Screen

When you press <ENTER> from the Appoint screen (with PF in the ENTER-OPTION field), you will see the screen shown below in Figure 3-4. This screen contains name, address and other personal data about the employee.

The Personal Data Screen

```
PMIS5010              MODIFY EMPLOYEE PERSONAL DATA
  AGY: 098 DIV-NO: 4715  DEPT: OSC  PAY-ORG: 1103  EMP-STATUS: PROV NO
SS-NO: 016 22 4621  LAST-NAME: OSC031            FIRST: TEST          MI: E
                   FORMER-NAME:
STREET: MAIN STREET               CITY: BRAINTREE       STATE: MA  ZIP:  2184
PHONE : HOME: 617 999 5555  EMERGENCY:   0   0    0  WORK: 617 727 5000 X    0
S  0.000 M  7.500 T  7.500 W  7.500 T  7.500 F  7.500 S  0.000  TYPE-HRS: REG
  POS-OWNED-DATA: ACCT-NO:           POS-NO:       PT-ID:   TITLE-CODE:
                  PERM-CERT-DATE:  0  0  0         REQ-NO:
CURRENT POS DATA: ACCT-NO: 1000 0001  POS-NO: 00012 PT-ID:
  PAY-TITLE-CODE: 14R07  SAL-CHART: A SALARY:  607.77      HRS-WKED: 37.50
  STEP: 1  N-S-D: 00 00 00    TEMP-CERT-DATE:  0  0  0 OT-ELIG: Y (Y-N) FLEX: N
SUBSID: AA OBJ: A01  PMS-IND:    BU: 06   CONF:   CUR-SERV: FT  SERV-LEG: FT
     SHIFT-CODE: 1   SHIFT-DIFF-AMT:  0.00              AREA-DIFF-AMT:  0.00
CAR AMT:   0.00     RCP AMT:    0.00     HMP AMT:    0.00     SBY AMT:    0.00
    ED%:   0.00     IEP AMT:    0.00     POS AMT:    0.00     TCA AMT:    0.00
SEX: M RACE-CODE: 2   LICENSE:     VETERAN: R  HANDICAP:   BIRTH-DATE:  9 17 31
VPN:   SHORTHAND:   0  TYPING:   0  LANG1:        LANG2:         CITIZEN:
 HOLIDAY-PAY-IND:   (Y-N)    EDUCATION CODE:      VEV-NO:     0
DATE-ENTRY-STATE:  6  1 56 EDV-LV-TERM-DATE:  0  0  0   LAST-CHG-DATE: 02 24 93
ENTER-OPTION: PF     NEXT SS-NO:   0  0    0     LAST NAME:
(PF) PAGE FORWARD (VP) VIEW POSITION (VH) VIEW HISTORY
B MY JOB                      NUM   LU 319
```

Figure 3-4

On the following pages, we have an alphabetical list of the fields on this screen. We made the list alphabetical because you will use it in two situations. You will use it now to enter personal data, and you will use it later in the Modify Personal Data function. When you are modifying data, you will, of course, only be changing selected fields. With that in mind, an alphabetical list seemed the most helpful. When you have completed your entries on this screen, press <ENTER> to move to the first deduction data screen.

FIELD	EXPLANATION
AREA-DIFF-AMT	Enter the pay that the employee receives each week in addition to base salary for working in a different area. This is for employees within specific bargaining units.
BIRTH-DATE	Enter the employee's birth date. **(Required)**
CAR AMT	Enter the amount to be paid weekly in addition to the employee's base salary.
CITIZEN	Enter **Y** if the employee is a citizen, **N** if not. This would change only if it were entered incorrectly or if the employee became a citizen after beginning employment at the Commonwealth.
CITY	Enter the city the employee lives in.
CUR-SERV	Enter the employee's current work schedule. An employee can be Full-Time (FT), Part time, (PT) or Intermittent (INT). This field has a default value.
DATE-ENTRY-STATE	Enter the date the employee started work for the Commonwealth. This field has a default value.
DIV-NO	Enter the check sorting code designated by the department. It is required and must agree with the agency number. It would be changed on this form only if it had been entered incorrectly. **(Required)**

ED %	(Called Education Incentive pay for certain Boston University employees.) This is paid to employees who have earned or will earn education points. It is available to certain titles within certain bargaining units. Enter the amount to be paid weekly in addition to base pay.
EDU-LV-TERM-DATE	Enter the date through which an employee must work to repay his obligation to the Commonwealth for being granted a paid educational leave.
EDUCATION CODE	Enter the code indicating level of education. Only nine are possible: 1 1-11 years 2 High School Diploma 3 Associates Degree 4 Bachelor's Degree 5 Master's Degree 6 Doctorate Degree (not M.D.) 7 Law Degree 8 M.D. 9 Other
EMERGENCY	Enter the number to use for an employee in case of emergency if the home phone number is ineffective.
FIRST	Enter the employee's first name.
FORMER-NAME	Enter the employee's previous last name if the current name is different.
HANDICAP	Enter the code indicating whether or not the employee has a handicap. Enter **Y** for yes, **N** for no.

HMP AMT	This is an addition to base salary, available to certain bargaining units, that is given weekly to an employee if he or she meets a reasonable fitness level. Enter the amount.
HOLIDAY-PAY-IND	Enter Y if an employee receives holiday pay.
HOME	Enter the employee's home phone number.
IEP AMT	This is a weekly amount in addition to base pay given to certain bargaining units in recognition of duties performed in transit to and from home, duty stations and assignments. Enter the amount.
LANG1	Enter the first language, other than English, in which an employee is proficient.
LANG2	Enter the second language, other than English, in which an employee is proficient.
LAST-NAME	Enter the employee's last name (surname).
LICENSE	Enter the type of license held. There are 26 code options for this field. A list of these can be found in the ***Codes Appendix*** at the back of this manual.
MI	Enter the employee's middle initial. Do not type a period after the letter.
OT-ELIG	Indicates whether an employee can receive overtime pay. Enter Y if the employee is eligible.

PERM-CERT-DATE — Enter the date an employee was permanently certified through Civil Service.

POS AMT — This is a weekly addition to base pay available to certain bargaining units. Enter the parole officer supplemental amount.

RACE-CODE — Enter the code indicating an employee's racial group. There are 7 possible values:

2 White
3 Black
4 Hispanic origin
5 Asian or Pacific Island
6 American Indian or Alaskan Native
7 Cape Verdean
8 Other

This field will have an initial value in place.

RCP AMT — This is a weekly addition to base pay, available to certain bargaining units, that compensates employees for being present at roll calls prior to beginning work assignments. Enter the amount.

SBY AMT — Enter the weekly addition to base pay that is available to certain bargaining units to compensate employees for being on-call and available to come in if needed.

SERV-LEG — This indicates an employee's service throughout the year for vacation calculation. Enter one of the 6 possible values:

FT	Full Time
FT/PT	Full time/Part time throughout year
PT	Part time
OT/PT	Different Part time
INT	Intermittent throughout year
VAR	Variable service throughout year

SEX	Indicate Male (M) or Female (F)
SHIFT-CODE	Enter the code for the employee's usual shift. 1 First shift, normal daytime hours 2 Second shift, evening 3 Third shift, night
SHORTHAND	Enter the words per minute the employee takes shorthand.
STATE	Enter the two-digit abbreviation for the in which employee's residential state.
STREET	Enter the employee's street address. Include apartment or suite number, if applicable.
TEMP-CERT-DATE	Enter the date the employee was temporarily certified through Civil Service.
TYPING	Enter the words per minute the employee types.
VETERAN	Enter one of the following codes: D Disabled N Non-veteran V Vietnam Vet (SOAA certificate only) W Widow (if not remarried) or widowed mother of deceased veteran R Regular Vet (Wartime) X Disabled Vietnam Era
VEV-NO	Enter the Veteran Verification number. If an employee is a veteran, he or she will have a verification number that must be entered in this field.
WORK	Enter the employee's phone number at work.

X	Enter the extension for the employee's work phone. This should be all zeros unless the employee is designated to be in the phone book.
ZIP	Enter the employee's zip code for his home address.

Employee Deduction Screen 1

When you have completed the entries on the Personal Data screen and pressed <ENTER>, you will see Figure 3-5 below. This screen allows you to enter some of the employee's deductions. These are primarily state and federal deductions, rather than voluntary or special deductions, such as those for the United Way.

The First Deduction Data Screen

```
PMIS5011          MODIFY EMPLOYEE DEDUCTION DATA - PAGE 1
SS-NO: 016 22 4621  LAST-NAME: OSC031          FIRST: TEST          MI: E
AGENCY: 098           DIV-NO: 4715
FEDERAL TAX:
     MARITAL STATUS: M   EXEMPTIONS:          ADDITIONAL TAX:
MEDICARE TAX:
     MEDICARE-IND: Y       NO-WEEKS:          ADDITIONAL-TAX:
STATE TAX:
     BLIND EXEMPT:       EXEMPTIONS:          ADDITIONAL TAX:
REG RETIRE:                   RET%: 7              RET IND: Y
EXTRA RETIRE:  CODE:    NONTAX   AMT:          NONTAX   WEEKS:
                        TAXABLE  AMT:          TAXABLE  WEEKS:
ALT RETIRE CODE:      ALT RETIRE MAX LIMIT:
MAKEUP ALT RET CODE:    MAKEUP ALT RET AMT:          MAKEUP ALT RET WEEKS:
FURLOUGH LOAN:           MONTHLY DED:                    FREQ: 30
DEFERRED COMP:         DEF COMP CODE: 10          DEF COMP AMT:   100.00
TAX SHELTER ANNUITY:        TSA CODE:             TSA AMOUNT:
UNION: BARG UNIT:  06     UNION LOCAL CODE:       FEE CODE:   (Y-N)
     UNION FREQ:             UNION AMOUNT:
MBTA:       CODE:                    FREQ:             AMT:
ENTER-OPTION: PF     NEXT SS-NO:                LAST NAME:
(PF) PAGE FORWARD  (PB) PAGE BACK  (VP) VIEW POSITION  (VH) VIEW HISTORY
B FW JOB                          LU $19
```

Figure 3-5

On the next pages, we have provided an alphabetical list of the fields on this screen. You will use this same list when you use the Modify Employee Deduction Data - Page 1 function (above).

When you have completed your entries on this screen, press <ENTER> to go to the second deduction data screen.

FIELD	EXPLANATION
ADDITIONAL TAX	There is an additional tax field on the Federal, Medicare and State tax lines. The correct entry for these fields is the additional dollar amount that the employee wants to have withheld from each paycheck. Enter numbers only, with decimals. Omit dollar signs.
ALT RETIRE CODE	If the employee is paying into this option, enter one of the following: 20 The employee works 20 hours or less per week or the employee is a teacher working less than half-time. An employee works full time, but seasonally. Their work occupies them for no more than one month per year. The employee is working under a contract that is less than two years in duration. 21 Other employees If the employee does not pay into this plan, enter one of the following codes: 30 Employee is a member of the State Retirement System. 31 The employee was hired for a program to relieve unemployment. 32 The employee has a state of emergency appointment. 33 The employee is an election official paid less than $100.00. 34 The employee is employed by the school he or she is enrolled in. 35 The employee is an inmate or patient working for the institution he or she resides in. 40 The employee's appointment is inactive.

ALT RETIRE MAX AMT	This is a pre-set amount of $7,500, determined by legislation (OBRA). This amount should be lowered only if the employee had previously contributed through another state payroll system.
BLIND EXEMPT	Enter **Y** if the employee claims a tax deduction for blindness. The exemption can be for the employee and/or for the employee's spouse.
BLIND EXEMPTIONS	This is the state tax exemption taken if an employee and/or spouse is legally blind. Enter the number of exemptions. The possible values are **0**, **1**, or **2**. **You must enter a Y in the Blind Exempt field if you enter a value here.**
DEF COMP AMT	Enter the pre-tax dollar amount to be deducted from the employee's paycheck each week and held by a custodian of the Commonwealth. This money provides an additional form of retirement saving for the employee. The amount you enter cannot exceed 25% of the employee's salary, nor can it exceed the $7,500 yearly maximum. There is an exception to this rule. If an employee is within three years of retirement, the yearly amount can be up to $15,000. **If you have filled in an amount, the Def Comp Code (described below) must have a value of 10.**
DEF COMP CODE	Enter a **10** if the employee wishes to have deductions made for deferred compensation. If you enter 10 in this field, you must enter an amount in the Def Comp Amt field.
EXEMPTIONS	This is the exemptions field on the Federal Tax Line. Enter the number of exemptions the employee claims for Federal withholding tax. The values can be 0-22, 99 or blank.

EXTRA RETIRE CODE

An entry here indicates that the employee has a special retirement fund arrangement. The possible values are:

1 The employee is repaying the retirement fund. This happens when an employee withdrew retirement funds on leaving state employment, but was later rehired by the state. The employee is returning the withdrawn funds.

2 The employee has a special plan for an additional annuity.

EXTRA RETIREMENT NONTAX AMOUNT

Enter the portion of the extra retirement amount that is not subject to tax. Whether or not it is taxed depends on the time frame. If the money is being paid back to cover a period after 1988, it would be non tax or pre tax.

EXTRA RETIREMENT TAXABLE AMT

Enter Y if the extra retirement amount should be taxable. Whether or not the money is taxable depends on the time frame. If the money is being paid back to cover a period before 1988, it would be taxable.

EXTRA RETIREMENT TAXABLE WEEKS

This is the number of weeks during which the deduction for make-up retirement amounts is to be taken. If there are both taxable and non taxable amounts being deducted, all the taxable money is taken first. Then the non taxable amounts are deducted.

MAKEUP ALT RET CODE

This is for alternative retirement (OBRA) deductions. The codes are the same as for the Alternative Retirement Code. Make an entry here when the OBRA retirement deductions were not taken from the employee's pay, and the employee must now make up those deductions.

MAKEUP ALT RET WEEKS	This is the number of weeks over which the makeup alternate retirement (OBRA) deduction will be paid back.
MARITAL STATUS	Enter the employee's marital status. Enter **M** for married, **S** for single, and **N** for married, but recorded as single.
MBTA CODE	Enter the type of MBTA pass the employee wishes to purchase. A list of codes is in the ***Codes Appendix*** at the back of this manual.
MBTA FREQ	This identifies the particular pay period and how frequently money is deducted for an MBTA pass.
MEDICARE-IND	Enter **Y** if the employee is contributing to Medicare because they were hired after March 31, 1986 or because of a break in service after that date.
MONTHLY DED (Furlough)	Enter the amount to be deducted each month as repayment on loans against retirement funds. These loans were allowed in 1991 when employees were obliged to take unpaid furlough time.
NO-WEEKS (Medicare)	Field no longer in use.
RET IND	If an employee is paid an annual salary rate of at least $30,000 per year, enter **Y**. The employee is subject to an additional 2% retirement deduction.

RET%	This is the percentage of salary that is withheld for the retirement fund. Enter 0, 5, 7 or 8, or leave this field blank. Type the number only. Do not type a percent sign. The percentage is based on hire date.
TSA CODE	Enter **20** if there is a deduction for a Tax Shelter Annuity.
TSA AMOUNT	Enter the amount to be held in a Tax Shelter Annuity. The ceiling amount cannot exceed $7,500.00 annually.
UNION LOCAL	Enter the code for the employee's union local. See the Appendix for a list of valid values for this field.
UNION FREQ	Enter how frequently money is deducted for union dues. Frequency codes are given in a separate section, **Frequency Code List**, later in this chapter.

Employee Deduction Data - Page 2

When you have pressed <ENTER> after completing page 1 deduction entries, you will see the screen shown in Figure 3-6. This screen allows you to make deductions that are not necessarily tied to federal and state taxes. It includes voluntary deductions, such as United Way and involuntary deductions, such as those satisfying wage attachments imposed by the court, IRS or another qualified entity.

The Second Deduction Data Screen

```
PMIS5012          MODIFY EMPLOYEE DEDUCTION DATA - PAGE 2
SS-NO: 016 22 4621  LAST-NAME: OSC031          FIRST: TEST          MI: E
AGENCY: 098           DIV-NO: 4715

SPECIAL INSURANCE:       CODE:          FREQ:          AMOUNT:
BANK-CREDIT UNION:
       BK-CU1:           CODE: 5500     FREQ: 60       AMOUNT:  50.00
       BK-CU2:           CODE:          FREQ:          AMOUNT:
OTHER-DEDUCTIONS:
        DED-1            CODE:          FREQ:          AMOUNT:
        DED-2            CODE:          FREQ:          AMOUNT:
MAINTENANCE-GARAGE:      CODE:          FREQ:          AMOUNT:
UNITED WAY DATA: 1       CODE:          FREQ:          AMOUNT:
                 2       CODE:          FREQ:          AMOUNT:
LTD INSURANCE:         STATUS:          FREQ:          AMOUNT:
                     EFF-DATE:                         TERM-DATE:
DEPENDENT CARE:        EFF-DATE:          FREQ:          WKLY-AMT:
  YTD-AMT:           TERM-DATE:          WKLY-FEE:      MAX-AMT:
PRE-TAX HEALTH INSURANCE FLAG:

ENTER-OPTION: PF     NEXT SS-NO:                  LAST NAME:
 (PF) PAGE FORWARD  (PB) PAGE BACK  (VP) VIEW POSITION (VH) VIEW HISTORY
B MY JOB                          NUM   LU 19
```

Figure 3-6

On the next pages, we have provided an alphabetical list of the fields on this screen. You will use this same list when you use the Modify Deduction Data Screen - Page 2 function.

When you have completed your entries on this screen, press <ENTER> to return to the Employee Subsystem menu.

FIELD	EXPLANATION
BK-CU1 AMOUNT	Enter the amount of each payroll deduction for the bank or Credit Union the employee uses.
BK-CU1 CODE	Enter the correct code for the bank or Credit Union in which the amount deducted is to be deposited. See the Bank-Credit Union Reference. This lists and describes all the appropriate codes.
BK-CU1 FREQ	Enter the two-digit code that indicates when the bank or credit union deduction should be taken.
BK-CU2 AMOUNT	Enter the amount of each payroll deduction for the bank or Credit Union the employee uses.
BK-CU2 CODE	Enter the correct code for the bank or Credit Union in which the amount deducted is to be deposited. See the Bank-Credit Union Reference. This lists and describes all the appropriate codes.
BK-CU2 FREQ	Enter the two-digit code that indicates when the bank or credit union deduction should be taken.
DED-1 FREQ	Enter the two-digit code that indicates when the deduction should be taken. It is possible to have deductions taken each week or on a regular pattern of weeks, such as the first and third weeks, or the fourth week only. We've placed the list of valid codes on the page following this list of fields.
DED-1 CODE	Enter the code for the court or other outside entity to which the deducted amount is being paid. The list of valid entries follows this list and the list of frequency codes.
DED-1 AMOUNT	Enter the amount to be deducted from the employee's earnings to satisfy the wage attachment of a court or other authorized entity.

DED-2 FREQ	Enter the two-digit code that indicates when the secondary deduction should be taken. It is possible to have deductions taken each week or on a regular pattern of weeks, such as the first and third weeks, or the fourth week only. We've placed the list of valid codes on the page following this list of fields.
DED-2 CODE	Enter the code for the court or other outside entity to which the deducted amount is being paid. The list of valid entries follows this list and the list of frequency codes.
DED-2 AMOUNT	Enter the amount to be deducted from the employee's earnings to satisfy the wage attachment of a court or other authorized entity.
DEPENDENT CARE WKLY AMT	Enter the amount that the employee wishes to have deducted from his or her weekly paycheck for dependent care. In the course of a year, the employee cannot deduct more than $5,000.

DEPENDENT CARE YTD-AMT	If this amount is in error, enter the correct year-to-date accumulation of dependent care deductions. This amount cannot exceed the $5,000 ceiling.
DEPENDENT CARE EFF-DATE	Enter the first date on which the employee is eligible for this deduction.
DEPENDENT CARE MAX-AMT	Enter the maximum amount that the employee has decided to set aside for the care of dependent children or other dependents.
DEPENDENT CARE TERM DATE	Enter the last date on which deductions for dependent care will be taken.
LTD INSURANCE TERM DATE	Enter the last date on which policy is in effect. This insurance is paid one month in advance.
LTD INSURANCE EFF DATE	Enter the first date on which the employee is eligible for long-term disability insurance.
LTD INSURANCE STATUS	Enter one of the following status codes: P Pending N Previous LTD participant A Active D Termination pending C Canceled by company

MAINTE-NANCE-GARAGE CODE	Enter one of the following codes. They indicate whether the employee is receiving living quarters (maintenance), garage parking space or both. 1 Maintenance 2 Garage 3 Maintenance and Garage
MAINTE-NANCE - GARAGE FREQ	Enter the two-digit code that indicates when the deduction should be taken. It is possible to have deductions taken each week or on a regular pattern of weeks, such as the first and third weeks, or the fourth week only. We've placed the list of valid codes on the page following this list of fields.
MAINTE-NANCE-GARAGE AMOUNT	Enter the dollar amount to be deducted for garage, maintenance or both.
PRE-TAX HEALTH INSURANCE FLAG	Enter **Y** if the employee wishes to have his or her health insurance premiums deducted on a pre-tax basis. Enter **N** if the employee wishes to have them taxed.
SPECIAL INSURANCE CODE	The allowable values are: 01 Flynn and Rice 02 Association of State Police 03 Nage/Monumental Life Insurance
SPECIAL INSURANCE AMOUNT	Special insurance is a deduction available through certain bargaining units. It may be for life or disability insurance. Enter the dollar amount.
SPECIAL INSURANCE FREQUENCY	Enter the code for the frequency of this deduction. The frequency codes are on the page following this list.

UNITED WAY DATA 1 OR 2 AMOUNT	Enter the amount the employee wishes to contribute to a United Way Agency. The employee can contribute to up to two agencies. This amount cannot exceed $100.
UNITED WAY DATA 1 OR 2 CODE	This code is not entered at the agency level.
UNITED WAY DATA 1 or 2 FREQ	Enter the two-digit code that indicates when the deduction should be taken. It is possible to have deductions taken each week or on a regular pattern of weeks, such as the first and third weeks, or the fourth week only. We've placed the list of valid codes on the page following this list of fields.

FREQUENCY CODE LIST

Use one of the codes listed below to complete any of the frequency fields on the Employee Deduction Screens.

10	first week only
12	first and second weeks
13	first and third weeks
14	first and fourth weeks
20	second week only
23	second and third weeks
24	second and fourth weeks
30	third week only
34	third and fourth weeks
40	fourth week only
50	first four weeks
60	all weeks (every week)

Termination (04)

Use this function to terminate an employee when you are directed to do so by Human Resources or by the employee who has Human Resources responsibilities. This removes the employee's records from the active payroll files.

Check the termination date on the request(s) before you start. The program will not let you enter the termination if its effective date is later than today's date.

If the employee is enrolled in the Savings Bond program or has a Dependent Care benefit, you MUST go to the Savings Bond program and withdraw the employee, and you MUST notify the care provider that the employee is no longer part of the dependent care program. These changes are not made automatically.

Once you have selected the termination function by entering 04 in the function number field of the Employee Subsystem menu, you will see the screen in Figure 3-7.

The Terminate Screen

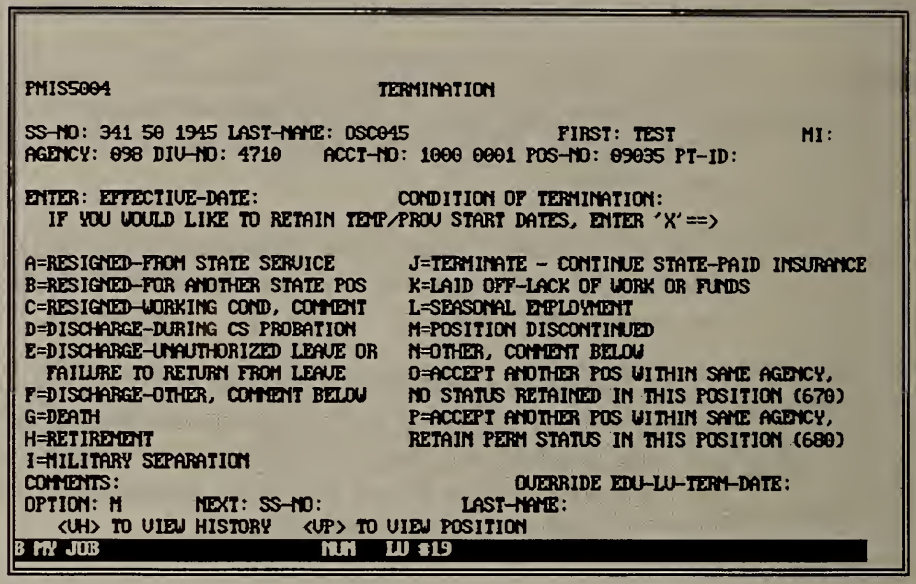


Figure 3-7

How to Fill Out The Termination Screen

There are five entries that you can make on this screen. A description of each follows.

Before you leave this screen after making the entries, press the <PRINT> (or <PRINT SCREEN>) key to take a print screen of it. This print screen will serve as proof that the entry has been made. Return the screen print and the Termination form to the Human Resources Department. These forms will be kept in the employee's folder as a part of his or her record.

EFFECTIVE-DATE — Enter the last date on which the employee is employed by the Commonwealth.

CONDITION OF TERMINATION — Enter one of the codes (A-P) shown on the screen.

RETAIN TEMP/PROV START DATES	Enter **X** in this field if you want the employee's records to continue to show temporary or provisional start dates.
COMMENTS	Enter the comment that appears on the termination form. Edit it, if necessary, so that it will fit on the form. (The limit is 35 characters.) IF YOU HAVE ENTERED C, F OR N IN THE CONDITION FIELD, YOU MUST ENTER A COMMENT. Otherwise, comments are optional.
OVERRIDE EDU-LV-TERM-DATE	Enter **X** if the employee is being terminated prior to his or her educational leave termination date. (That is the date through which the employee is obligated to work because of an educational leave.)

If you press <ENTER> after completing your entries, you will return to the Employee subsystem menu. Your work is saved.

Changes You Can Make

Most of the data on this screen is entered when the employee begins work with the Commonwealth and will not change. For the most part, you will use this screen only for name, address and phone number changes. Occasionally, you will make one-time-only corrections to the entries that were incorrectly made when the employee began work for the Commonwealth.

You do, however, have the capability of changing any of the information in the categories given below. For an alphabetical list of the actual changeable fields along with an explanation of what the fields mean, see the Personal Data section of the Appoint function. This appears earlier in this chapter.

- Division number
- Name, address and phone number data
- Permanent and temporary Civil Service certification dates
- Overtime eligibility code (OT-ELIG)
- Whether the employee is full-time, part-time, etc.
- Shift code
- Differentials
- Sex and race codes
- License
- Veteran code, veteran verification, and handicap codes
- Birth date
- Specific skills and languages spoken
- Citizenship
- Eligibility for holiday pay
- Education code
- Entry and termination dates with the state

Modify Employee Personal Data (10)

Use this function to change information about an employee, such as name, address or information about pay differentials.

Note: When you are in this screen, you can move easily to the two Modify Deductions screens by pressing <ENTER> without returning to the subsystem menu. If you have requests to modify personal data and to modify deductions for the same employee, you should do both tasks for that employee before moving on.

Once you have selected this function, you will see the screen shown in Figure 3-8.

Modify Employee Personal Data

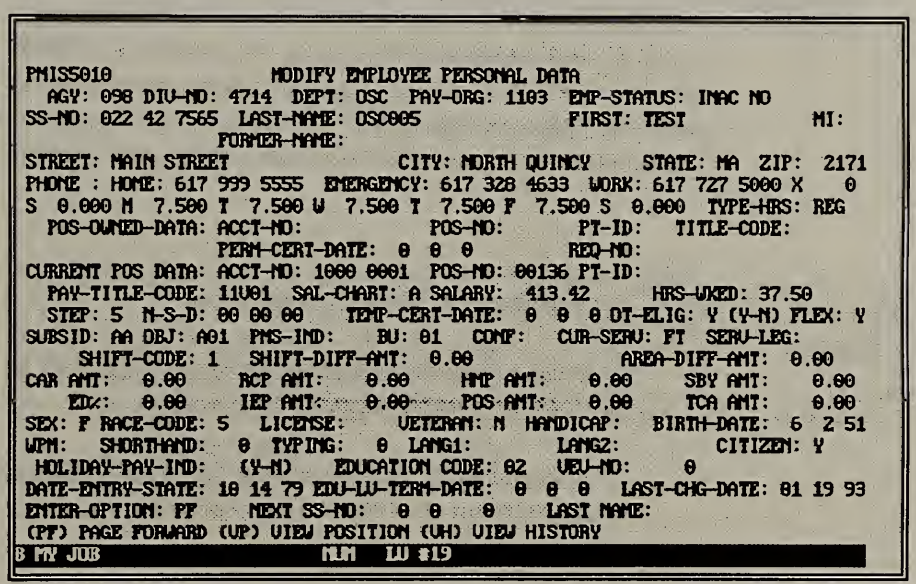


Figure 3-8

Tips on Navigation In This Function

When you are in this function, if you continue to press <ENTER> to accept the default option, you will cycle through both pages of the Modify Deduction Data screen, and the Modify Employee Leave Balances and Dates. You will then return to the subsystem menu.

Modify Employee Deduction Data - Page 1 (11)

Use this function to change information about an employee's marital status, tax exemptions and certain voluntary tax deductions. For example, employees whose combined incomes put them in a higher tax bracket may request additional federal or state deductions. This avoids making a lump sum payment in April and having to pay penalties if their ordinary withholding is below the floor amount required by the federal government.

It also allows employees flexibility in the timing of their voluntary deductions. For example, it may be more convenient for an employee's personal budget if the MBTA pass money, for example, comes out of one particular paycheck rather than another.

How To Reach This Screen

There are two ways of entering this screen.

- From the Employee Subsystem menu, enter **11** as the function number to go directly to this screen.
- If you are working on function 10, **Modify Employee Personal Data**, press <ENTER> to page forward to this screen.

When you have made the selection, you will see the screen shown in Figure 3-9.

The Modify Employee Deduction Data Page 1 Screen

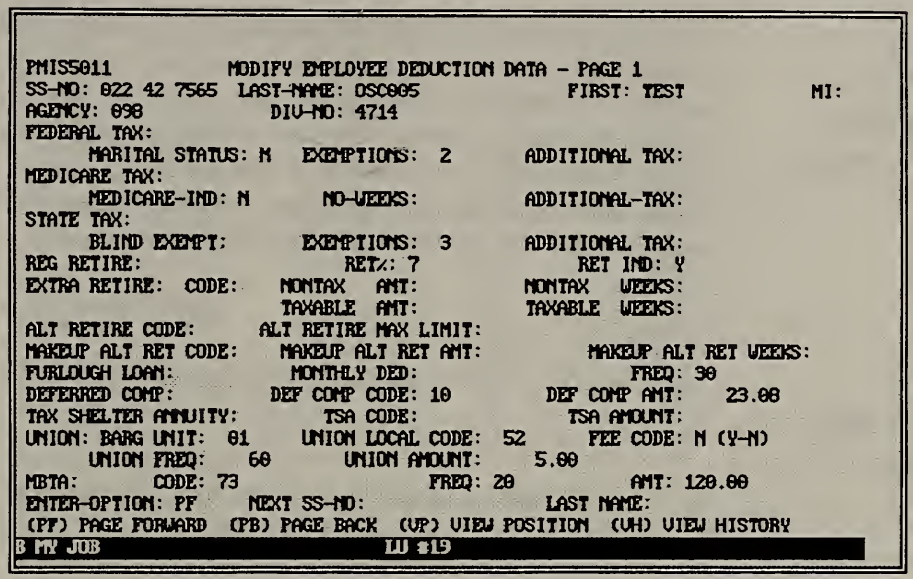


Figure 3-9

The deductions that you can change on this screen are:

- Federal, medicare and state taxes
- Retirement deductions
- Furlough loans, deferred compensation amounts and tax shelter annuity amounts
- Union and MBTA deductions

An alphabetical list of the specific fields and their contents is in the Appoint Employee or Modify Employee Person Data section.

Modify Employee Deduction Data - Page 2 (12)

Use this function to change deductions such as bank, credit union or United Way contributions. The items on this screen are all voluntary and are completely under the employee's control. On an employee's request, you can institute, cancel or change the amount or frequency of any of these deductions. You can also use this screen to set the pre-tax health insurance flag indicating that health insurance premiums are deducted on a pre tax basis (section 125 deduction).

How To Reach This Screen

There are two ways of accessing this screen.

- From the Employee Subsystem menu, enter **12** as the function number to go directly to this screen.
- If you are working on function 12, **Modify Employee Deduction Data Page 1**, press <ENTER> to page forward to this screen.

When you have made the selection, you will see the screen shown in Figure 3-10.

The Modify Employee Deduction Data Page 2

```
PMIS5012          MODIFY EMPLOYEE DEDUCTION DATA - PAGE 2
SS-NO: 022 42 7565  LAST-NAME: OSC005            FIRST: TEST          MI:
AGENCY: 098           DIV-NO: 4714

SPECIAL INSURANCE:       CODE:          FREQ:          AMOUNT:
BANK-CREDIT UNION:
       BK-CU1:           CODE: 5500     FREQ: 40       AMOUNT:  10.00
       BK-CU2:           CODE:          FREQ:          AMOUNT:
OTHER-DEDUCTIONS:
        DED-1            CODE:          FREQ:          AMOUNT:
        DED-2            CODE:          FREQ:          AMOUNT:
MAINTENANCE-GARAGE:      CODE:          FREQ:          AMOUNT:
UNITED WAY DATA: 1       CODE:          FREQ:          AMOUNT:
                 2       CODE:          FREQ:          AMOUNT:
LTD INSURANCE:         STATUS:          FREQ:          AMOUNT:
                     EFF-DATE:                        TERM-DATE:
DEPENDENT CARE:      EFF-DATE:          FREQ:          WKLY-AMT:
  YTD-AMT:          TERM-DATE:          WKLY-FEE:      MAX-AMT:
PRE-TAX HEALTH INSURANCE FLAG:

ENTER-OPTION: PF     NEXT SS-NO:                LAST NAME:
(PF) PAGE FORWARD  (PB) PAGE BACK  (VP) VIEW POSITION (VH) VIEW HISTORY
3 MX JOB                    NUM   LU #19
```

Figure 3-10

The deductions you can change on this screen are:

- Special Insurance
- Bank or credit union deductions
- Other deductions
- Maintenance and garage deductions
- United Way deductions
- LTD (Long-term disability) insurance
- Dependent care

For an alphabetical list of the fields and their definitions, consult the section, **Employee Deduction Data Page 2** that appears earlier in this chapter in the discussion of the Appoint function

Change Social Security Number (19)

On rare occasions, when an employee is appointed, their social security number can be incorrectly input. Use this function to correct that problem. Because the social security number is the critical link between an employee and a paycheck as well as the IRS, special attention should be taken to ensure its accuracy.

BEFORE YOU START, ASK FOR THE EMPLOYEE'S ORIGINAL SOCIAL SECURITY CARD. COPY THE NUMBER DIRECTLY FROM THAT CARD.

Make the entries in this function carefully. Double and triple check to be absolutely certain of your accuracy. We cannot overstate the importance of a correctly entered social security number.

Once you have selected this function by entering 19 in the function number field of the Employee Subsystem menu, you will see the screen shown in Figure 3-11.

The Change Social Security Number Screen

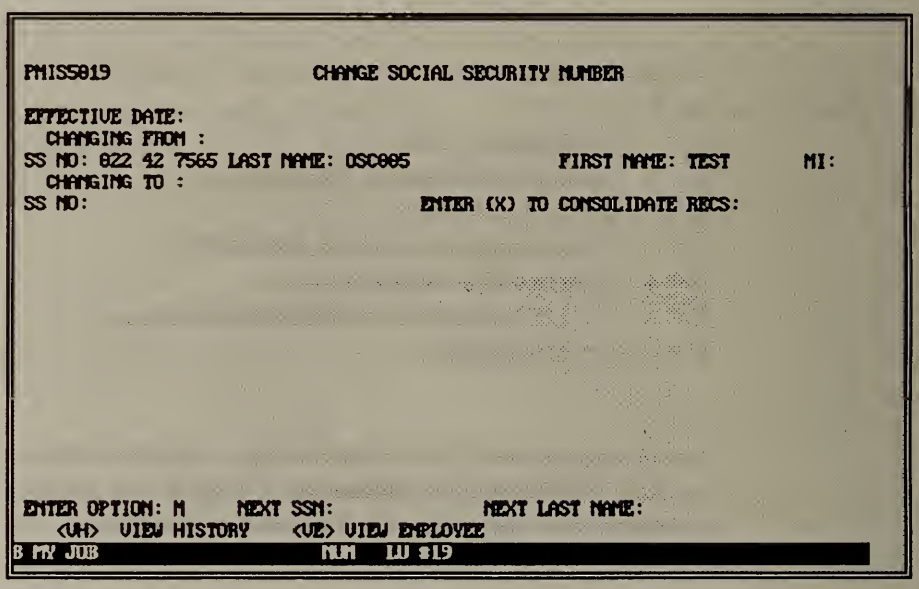


Figure 3-11

How To Fill Out The Screen

There are only three entries possible on this screen. You must complete the first two.

EFFECTIVE DATE — This is the effective date of the change. Normally, you would enter today's date.

SOCIAL SECURITY NUMBER — Enter the CORRECT social security Number here. DOUBLE-CHECK YOUR ENTRY BEFORE PROCEEDING.

CONSOLI-DATE RECS — Only authorized employees can make an entry in this field. It exists to handle the problems that arise if an employee is in more than one agency. DPA or another authorized entity can enter an **X** in this field so that the social security number will be changed consistently for all affected agencies and so that necessary records can be consolidated.

When you have reviewed your entries for accuracy, press <ENTER>. This saves the changed number and returns you to the Employee Subsystem menu.

View Employee YTD Amounts (21)

This is a view only function. Use it to answer questions that might arise about the employee's accumulated year-to-date wages and deductions. If, for example, an employee's W-4 has changed during the year, you may need to check these figures to be certain that the new deductions or exemptions have been taken correctly. Because there may be tax penalties levied if too little is withheld from an employee's pay, questions about year-to-date totals can be of great importance to the employee.

Select this function by entering the function number 21, typing the social security number and pressing <ENTER>. This is the only Employee Subsystem function documented that does not require a last name as well. When you have done this, you will see the screen shown in Figure 3-12.

The View Employee YTD Amounts Screen

```
PMIS5021                VIEW EMPLOYEE YTD AMOUNTS

SS-NO: 022 42 7565  LAST-NAME: OSC005          FIRST: TEST          MI:
AGENCY: 098            DIV-NO: 4714
ACCT-NO: 1000 0001     POS-NO: 00136   PT-ID:

                    CALENDAR YEAR  1993
                                          AMOUNT AS OF: 02 24 93

      YEAR-TO-DATE  GROSS-PAY.............: $   16950.23
      YEAR-TO-DATE  FED-TAX...............: $    1018.71
      YEAR-TO-DATE  MEDICARE-TAX..........: $       0.00
      YEAR-TO-DATE  STATE-TAX.............: $     713.04
      YEAR-TO-DATE  RETIREMENT(NON-TAXABLE): $    1186.54
      YEAR-TO-DATE  RETIREMENT(TAXABLE)...: $       0.00
      YEAR-TO-DATE  DEFERRED-COMPENSATION..: $     946.28
      YEAR-TO-DATE  TAX-SHELTERED-ANNUITY..: $       0.00
      YEAR-TO-DATE  DEPENDENT CARE .......: $       0.00
      YEAR-TO-DATE  ALTERNATIVE RETIREMENT.: $       0.00
      YEAR-TO-DATE  PRE-TAX INSURANCE .....: $      40.21

ENTER-OPTION: M          NEXT EMPLOYEES SS-NO:   0 0   0

8 PAY JOB                    LU 319
```

Figure 3-12

When you have finished examining this screen, press <ENTER> to return to the Employee Subsystem menu or enter another social security number to move to another employee's records.

Modify Direct Deposit Data (24)

Use this function to institute, change or eliminate direct deposit for an employee or contracted employee. If you are beginning direct deposit for an employee or contracted employee, you can expect an elapsed time of approximately one month between the time the employee requests the service and the time it becomes effective.

Employees and contracted employees who choose direct deposit have their paychecks electronically transmitted to their bank accounts. While they receive a hand-delivered statement of earnings and deductions, the actual money goes straight from the Commonwealth's account to theirs. This is a convenience for them, eliminating the dangers of a lost or stolen check, and interest lost from a check not promptly deposited.

An incorrect entry on your part could delay direct deposit compensation. For this reason, it is important to enter the routing number and the account number accurately. Double-check your entries.

Where The Information Comes From

Employees and contracted employees who wish to begin direct deposit or who wish to change the bank or account number must complete the direct deposit Authorization Form and provide a copy of a deposit slip and a voided check. The authorization form is their permission to handle compensation in this way. An actual voided check is required to ensure the accuracy of the numbers.

YOU MUST USE THE VOIDED CHECK AS THE SOURCE OF YOUR DATA ENTRY.

If the deposit is going to a passbook savings account, have the employee photocopy the account number or the passbook. To assist you, we have included a copy of the Direct Deposit Authorization Form, which is to be used for both employees and contracted employees, in the ***Forms Appendix***. A dummy check with the routing numbers marked for you is shown in Figure 3-13. Routing numbers will occupy the same relative positions on any check.

Dummy Check With Routing Numbers

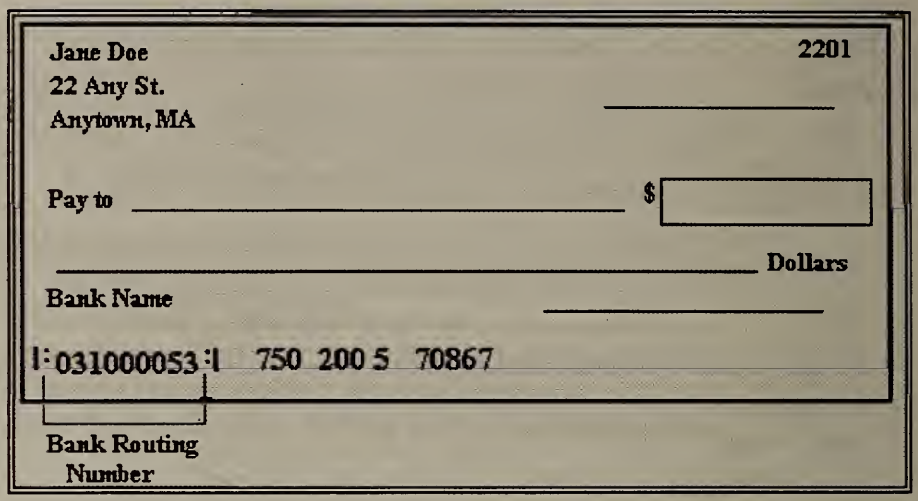


Figure 3-13

The Direct Deposit Screen

Select the direct deposit function by entering 24 as the function number and filling in the social security number and last name of the employee. Once you have done this and pressed <ENTER>, you will see the screen shown in Figure 3-14.

The Modify Direct Deposit Data Screen

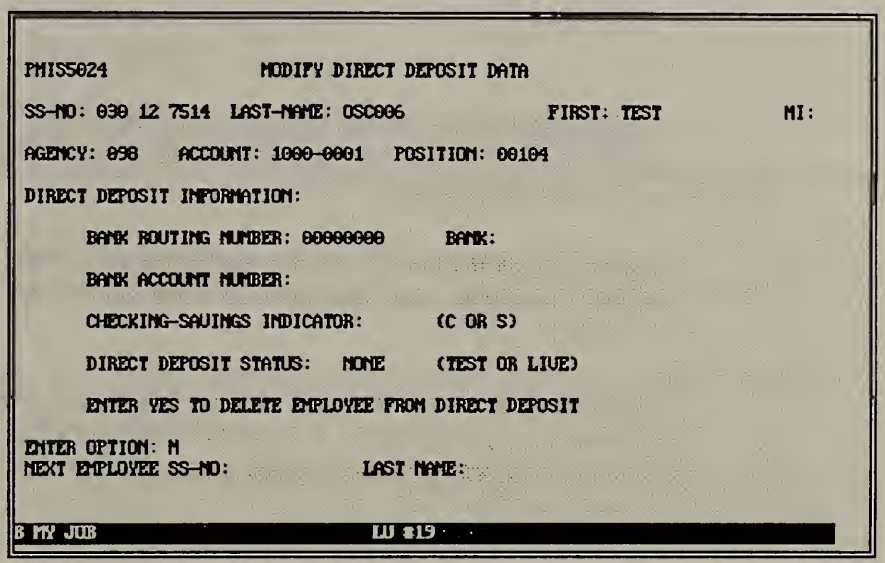


Figure 3-14

How To Fill Out the Screen

If an employee or contracted employee is initiating direct deposit or is changing the bank or account specified, each of the following three fields must have a valid value in it so that direct deposit can be activated.

BANK-ROUTING NUMBER — Enter the first eight digits of this nine-digit number, using our dummy check as a guide. If there is a question about the routing number for any reason, check the New England Clearing House Association Directory for assistance.

BANK ACCOUNT NUMBER	Enter the account number, copying carefully from the check or slip. Use the authorization form only if the account is a savings account for which there are no deposit tickets.
CHECKING-SAVINGS INDICATOR	Enter a **C** if the deposit is to a checking account, or an **S**, if it is to a savings account.

If they wish to end direct deposit, erase all modifiable fields via cursor assistance. Press <TAB> to the **ENTER YES** field at the bottom of the screen and type **YES**.

(In case you're curious about the status entry, a value of "Live" means that the Commonwealth has tested the deposit and the bank has verified the result.)

When you have completed your entries and double-checked them for accuracy, press <ENTER> to return to the subsystem menu or enter the social security number and last name of the next employee.

Chapter 4
The Payroll Subsystem

Overview

The Payroll Subsystem is central to producing the payroll. You will use its functions to:

- Enter or view attendance exceptions
- Submit vacation pay advances (This is a sub-function of **Enter Weekly Attendance Exceptions**)
- Enter or view payroll exceptions
- Enter or view special payroll data
- Enter or view receipt voucher adjustments
- Enter prior period attendance exceptions
- Enter payroll file adjustments (Comptroller's office only)
- Update holiday pay (limited to certain agencies)

This chapter describes in detail only those functions of the subsystem in which you can make data entries. The companion **view only** functions have the same fields and do not require separate explanation. Use the view only functions when you need to answer questions about an employee, but do not need to adjust the information.

Information For New Users

The next few sections give a general description of how the payroll is produced. New users should read them carefully to get an overview of the process. Detailed information about specific tasks is given in the sections that describe each subsystem.

The Importance of Your Correct Entries

Your correct, accurate entries ensure that the payroll each week is accurate. In addition, they provide a needed audit trail. If a question arises later about the employee's W-2, or if other questions are asked, your entries show how much the employee has been paid and why.

Payroll Assumptions

Without your entries, PMIS would assume that all employees were present and working for all their regularly scheduled work hours, and that all employees should be paid at their regular rate. This is never true. Employees become ill, take vacations, fill in on different shifts, or in other ways vary from that expected norm. The primary function of the payroll subsystem is to inform PMIS of employee exceptions to the normal work hours or normal pay rates. The exceptions can be **attendance exceptions**, variations in hours spent at work, or **payroll exceptions**, variations in the rate at which those hours are compensated. Entering exceptions ensures that people are paid each week for their actual services and that they are paid at the appropriate rate.

Attendance Exceptions

When you enter attendance exceptions, you record the actual number of hours an employee has worked in a given week where that number differs from the norm. You provide an explanation for the differences as well, attributing hours to vacation, overtime, or other cause. Depending on your entries, PMIS knows whether or not to adjust the amount paid to the employee for that week.

Reporting attendance exceptions is necessary, even if it does not result in the employee's receiving a different pay amount. PMIS, in addition to keeping track of an employee's work schedule, also keeps track of accumulated balances of vacation time, sick leave, personal days and

compensatory time. These leave balances must be accurate and up-to-date at all times. If an employee is not present because he has used a vacation day, for example, his paycheck will be for the usual amount, but the system will reduce his vacation leave balance by one day.

If the employee is paid more or less in a given week, the system is smart enough to adjust taxes, retirement contributions, and other deductions and additions that are based on the actual amount of compensation. The few exceptions to this are discussed as they arise.

PMIS 66

On a yearly basis, the Office of the Comptroller is responsible for producing the Comprehensive Annual Financial Report (CAFR) for the entire Commonwealth. As part of this reporting, the Comptroller's office must estimate the Commonwealth's accrued liability for its employees' uncompensated balances of vacation and sick leave. The authoritative source of this liability amount is the PMIS 66 report, which reflects the official vacation and sick leave balances recorded on the PMIS system.

Each department should periodically review its internal payroll records and reconcile them with PMIS. Monthly or quarterly reviews are suggested, while a final review is required during the year-end compensated absence accrual process. If discrepancies are found, the department must determine the source of the error and adjust either the PMIS system or its own internal records.

PMIS departments will receive a copy of the PMIS66, **Accumulated Leave Valuation, Detailed Level**, as of April 30. It is essential that departments review this report for accuracy (employee name, date of birth, entry date of state service, pay rate, appropriation account, vacation and sick leave balances - hours and dollars). All discrepancies between this report and the department's own records must be resolved and the operating system updated accordingly.

By June 30, any year-end adjustments should be resolved. All PMIS 66 data as of that date will be audited by the Commonwealth's independent public accountants. Specific instructions for each year end will be published in the Comptroller's Opening and Closing instructions.

Timely, up-to-date information about leave balances is critical. In most circumstances, PMIS automatically updates the employee's leave balances when you post attendance exceptions. However, you must manually adjust sick leave balances once the Public Employee Retirement Association (PERA) determines that an employee has been absent on an approved industrial accident leave. You must also adjust sick leave or vacation balances after you post a prior period attendance exception that restores sick or vacation leave time, or after an employee transfers from another payroll to PMIS. You can do this through the **Modify Leave Balances** function of the Employee Subsystem.

Payroll Exceptions

When you enter payroll exceptions, you describe why the employee should receive a different pay amount than usual for his or her regular work hours. It is possible for an employee to work the same number of hours, but be entitled to a different pay amount. She may, for example, fill in on a different shift and be entitled to shift differential pay during a given week. These exceptions must be recorded so that the employee receives the pay amount adjustment that is appropriate for that week.

Note: Exceptions are always out of the ordinary and always affect only the single week for which they are entered. If an employee's normal work schedule changes from full to part time, for example, or if the employee receives a raise or permanently changes shift, make those changes through the Employee Subsystem. They are the employee's new defaults and are permanent changes. They are not exceptions.

The Weekly Payroll Cycle

The payroll runs on the tight weekly schedule described below to produce checks for distribution each Thursday. Its accuracy depends on everyone's performing tasks in a timely manner.

Upon request, usually on a Tuesday or Wednesday, a time log is printed showing the daily hours each employee is expected to work during the current week. (A copy of this log is in the ***Forms Appendix***.) These logs will go to the department supervisors who will note attendance or payroll exceptions, if any, that apply to the

employee. You will get these logs back, with exceptions noted, by Friday at noon. By that time, the supervisors should be aware of all attendance and payroll exceptions for the week.

Note: The time log procedures described here are the recommended ones. Different departments may modify them slightly. You should follow your own department's methods.

You have until the following Monday at 5 p.m. (Tuesday, if Monday is a holiday) to enter the exceptions into PMIS. Bear in mind that on Monday, the system may be down, you may be ill, or other problems may arise. For those reasons, it is not recommended to leave your data entry work until Monday. You should complete as many entries as you can during Friday afternoon, leaving Monday free for last minute updates and changes. From Tuesday morning until Friday afternoon, you can work on other entries, such as prior period attendance exceptions, receipt vouchers or changes in deductions.

On Monday night, (Tuesday, if Monday is a holiday) the payroll runs. This run does not produce the actual checks, but creates a tape that contains all the pay and withholding information. On Tuesday and Wednesday, the tape is checked for accuracy and the actual checks are cut. On Thursday, the employee receives a check for services rendered in the preceding week.

Prior Period Attendance Exceptions

Because of these tight time frames, you may not be informed of an attendance exception in time to enter it by the Monday deadline. Using the **Prior Period Attendance Exception** screen, you can enter attendance exceptions for past weeks. Even if it does not make a difference to the amount the employee receives in his or her paycheck, it creates an information trail that is necessary when the payroll is audited. If your entry affects an employee's leave balances, you must correct those in function 13, Subsystem 5, Modify Leave Balances and Dates.

Special Payrolls

In addition to the weekly payroll, the Comptroller's office runs special payrolls. **Accounts Payable** payrolls are run according to a predefined schedule from July 1 through the end of August. This time period may be extended by the Legislature. In the past, it has been extended to as late as the end of October. **Deficiency Payrolls** may be run at any time provided that the appropriation that pays the deficiencies is funded. Both are used to handle obligations still outstanding from past fiscal years.

The state appropriates funds for a fiscal year that runs from July 1 to June 30. However, money earned during that time may not all be paid out by the end of June. Overtime and other payments, such as retroactive amounts resulting from a bargaining unit's negotiations may still be owed. These sums must be paid from appropriation accounts set up for the fiscal year in which they were earned. The payroll that accesses those funds and pays that money is the **accounts payable payroll**.

The **deficiency payroll** also deals with debts that are still outstanding at the close of the fiscal year. It differs from the accounts payable payroll in two ways. While the accounts payable payroll is for debts incurred during the prior fiscal year, the deficiency payroll may cover debts incurred in any preceding fiscal year. After the end of October, it is the only means of repaying debts incurred in the prior fiscal year. The second difference is that the funding for this payroll does not come from department appropriation accounts. Instead it comes from a special deficiency account established by the Comptroller.

A Summary Of The Subsystem Functions

Use this list as a guide to the correct data entry function to choose. The time frame for using each function is given in parentheses next to it. Companion view only functions are not mentioned separately.

ENTER WEEKLY ATTENDANCE EXCEPTIONS

Use this to record employee absences or overtime worked during the current pay week. **(Weekly function)**

ENTER WEEKLY PAYROLL EXCEPTIONS

Use this to enter any changes in the way an employee's pay is calculated for the current pay week. This is limited to changes that affect the current pay week only. Do not use this function for pay raises or other permanent changes in compensation. **(Weekly function)**

ENTER SPECIAL PAYROLL DATA

Use this function to enter data for the accounts payable and deficiency payrolls. **(Accounts Payable payrolls may be requested from July 1 to the end of August, or until the end date set by the Legislature. Deficiency payrolls may be requested throughout the year.)**

ENTER RECEIPT VOUCHER ADJUSTMENT

Use this function to correct W-2 information that was wrongly updated when a check was issued in error. **(As requested)**

ENTER PRIOR PERIOD ATTEND. EXCEPTS

Use this function to enter attendance exceptions for any week prior to the current pay week. **(Weekly)**

ENTER PAYROLL FILE ADJUSTMENT

Only a few members of the Comptroller's office have access to this function. It can be used to handle errors in an employee's pay that cannot be handled by a receipt voucher. **(As requested - access limited)**

UPDATE HOLIDAY PAY BY AGENCY

This function is available only to agencies whose employees normally work on holidays. Police and nurses, for example, fall into this category. This allows those agencies to make the equivalent of a universal attendance exception, changing everyone's hours to reflect the holiday they are working. **(As needed - access limited)**

Where To Get The Information For Any Task

The information for the current week's payroll and attendance exceptions comes from the time log. Prior period attendance exceptions require both a time log for the week in question and a letter verifying that the updates to that time log are valid. All other functions require a letter requesting the PMIS entries. The time logs and the letters are both the source of information and the authorization to make the change.

How To Organize Your Tasks

When you are in the payroll subsystem, you can move easily through the three weekly functions; Enter Weekly Attendance Exceptions, Enter Weekly Payroll Exceptions and Enter Prior Period Payroll Exceptions. Therefore, you should organize exception data entry by employee. Complete all exceptions for a single employee and then use the recursive feature to move to the next employee. Because this easy movement is not available for the other Payroll Subsystem functions, organize entries for those functions by task.

Getting Started In The Payroll Subsystem

Enter PMIS as described in Chapter 2, *Getting Started* in the section beginning, **How To Enter PMIS.** Select function **06**, Payroll Subsystem. In a few moments, you will see the menu screen shown in Figure 4-1.

The Payroll Subsystem Menu Screen

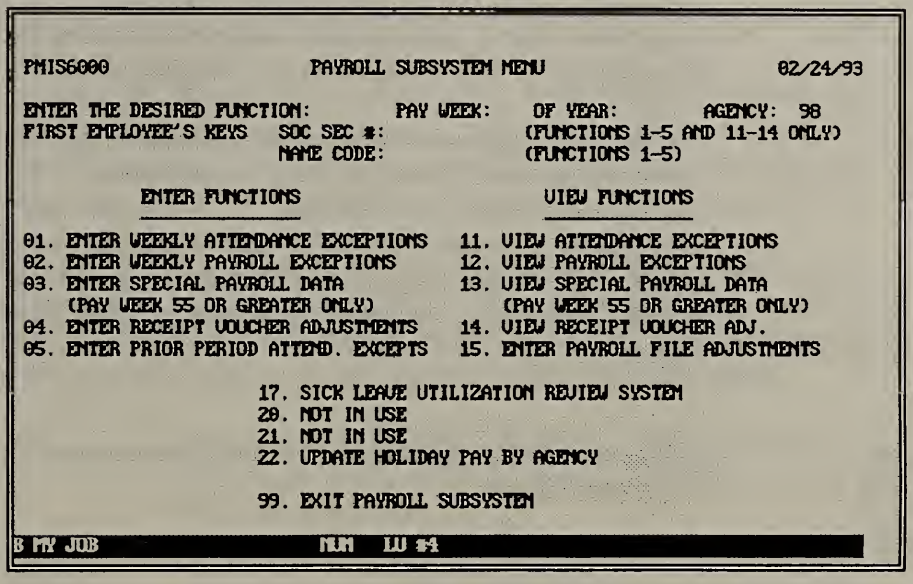


Figure 4-1

How To Determine the Pay Week To Enter

To select a function from the subsystem menu, you must know the pay week for which you want to make entries. If there is no listing of pay weeks next to your terminal, you will have to calculate it for yourself. Because of the need for reports to the IRS, the payroll follows the calendar year and not the state's fiscal year. The pay week begins on Sunday and ends on Saturday. The first pay week is the week that ends with the first Saturday in January, even if that Saturday is January 1. To find out which pay week you are in, count the number of Saturdays from the first Saturday in January to the Saturday that ends the week for which you are making entries. The year is the calendar year that week falls in.

This method of calculation does NOT apply to special payrolls. Special payrolls may have a pay week number between 55 and 84. The first special payroll you run has the pay week 55 regardless of the date on which you run it. The second special payroll is in week 56, even if it runs one month later. You cannot use the same pay week number for different payroll runs, nor can you run more than one special payroll each week. Once the payroll for week 55 has run, you must advance to pay week 56. It is up to you to keep track of the appropriate number to use. The numbers do not relate to calendar weeks.

The pay year varies with the type of special payroll you are running. For an Accounts Payable payroll, you must use the PRIOR FISCAL year as the year the pay week falls in. For a Deficiency payroll, you must use the CURRENT FISCAL year as the year the pay week falls in. Remember that the fiscal year begins July 1, so that fiscal 1994 begins July 1, 1993, six months in advance of the calendar year, 1994.

How To Select A Function

Once you know the pay week you want, you can select a function to work with. Enter:

- The function number.
- The pay week. If you enter this as a two-digit number, you will not have to press <TAB> to leave the field.
  - For the weekly attendance and weekly payroll exceptions, this MUST be the current pay week.
  - For the special payroll data function, this MUST be week 55 or greater.
  - For receipt vouchers and prior attendance exceptions, this MUST be a week prior to the current pay week.
- The calendar year associated with that pay week.
- The Social Security number of the first employee.

- The name code of that employee. The name code is the first three letters of the employee's last name followed by the first letter of the employee's first name. For example, the name code for Mary Smith would be SMIM.

How To Navigate In Any Function

You can navigate readily from function to function within the exception functions of this subsystem. For most of your work, you do not need to return to the subsystem menu screen. Your navigation choices are listed at the bottom of the screen. The default is either **M** or blank. If it is **M**, pressing <ENTER> saves the entries and returns you to the subsystem menu. If it is blank, you must enter an option for yourself.

To select a choice, type its code in the **Option** or **Enter Option** field. (The field name varies from screen to screen, but is always located near the bottom left corner of the screen.) The available options vary from screen to screen, but are limited to the ones listed below.

AE	**Attendance Exception.** This saves your entries and moves you to the Enter Attendance Exceptions screen for the same employee.
BLANK	The Option or Enter Option field must be blank if you are using the recursive option. While this is listed as a navigation choice, you cannot leave the field blank unless you are moving to a new employee.
PA	**Prior Attendance.** This saves your entries and moves you to the **Enter Prior Period Attendance Exceptions** screen for the same employee.
PR	This saves your entries and moves you to the **Enter Payroll Exceptions** screen for the same employee.
SB	**Scroll Back.** This scrolls you to the prior screen.
SF	**Scroll Forward.** This scrolls you to the next screen.

Of course, as in any screen the **AB** (abort), **M** (Modify) and recursive options are available to you. To use the recursive function, enter a different pay week and year in addition to or instead of a new Social Security number. Entering a new pay week is required in moving to or from the **Enter Prior Period Attendance Exceptions** screen because the current pay week and the prior pay week cannot be the same.

Enter Weekly Attendance Exceptions (01)

You can use this function to perform one of two tasks; posting attendance exceptions and submitting vacation advances. These functions are discussed separately. Even though they are on the same screen, **you cannot perform them both in a single operation**. If you enter exceptions, you cannot request a vacation advance at the same time, and vice versa.

How To Get The Time Logs

Before you can enter attendance exceptions, you must have time logs. To get them, make sure you have completed these steps.

1. Request that the time logs be printed to the printer of your choice on the night you choose. In order to give everyone the maximum amount of time to work with them, ask that they be printed on Tuesday or Wednesday night. To request a time and a printer, contact:

   OMIS Customer Service
   One Ashburton Place, 8th Floor
   Boston, MA 02110
   (617) 973-0905

   This is a one-time only procedure. You need to contact OMIS only if you want to change the printer designation or the day on which the printing is done.

2. Collect the time logs and distribute them to the user departments. Ask that they be returned to you by a specific time. Friday at noon is recommended. If you ask for an earlier time, the supervisor may not know all the exceptions for the week. If you ask for a later time, you may not be giving yourself enough data entry time.

3. Check that the logs are returned to you with the proper signatures.

Entering Attendance Exceptions

Every week you will use PMIS to enter the attendance exceptions given by the user departments on the time logs. Before you begin, have the time logs organized the way you want them.

Once you have done this, select **Enter Weekly Attendance Exception** by typing **01** as the desired function and by entering the current pay week information. In a few moments, you will see the screen shown in Figure 4-2.

The Exception Screen

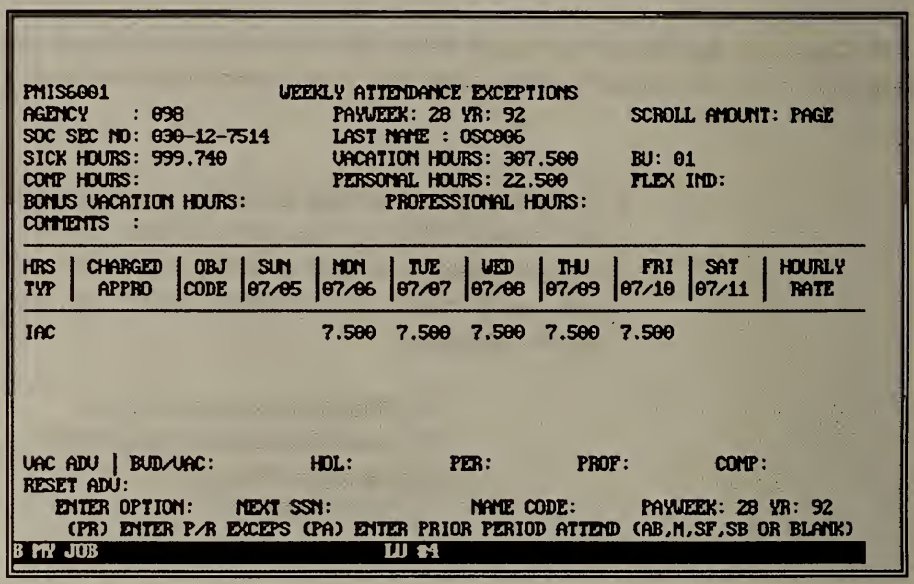


Figure 4-2

The screen that comes up gives you a complete picture of the employee's default work schedule. The upper section shows how many hours are available to that employee for sick time, vacation, personal, professional or compensatory time. When you enter exceptions and charge the time to one of those categories, those hours will be adjusted automatically once you press **<ENTER>**. In this function, you cannot access any of those fields to make changes yourself. Balances are always calculated by PMIS. The screen also shows the employee's bargaining unit (BU) and whether or not the employee is able to work flex time.

Below that section is the area where you will make most of your entries. Right now, it displays the employee's default work schedule for that pay week. The hours type on the left is probably (but not necessarily) set to **REG**, indicating that these are the regular hours for the employee.

How To Fill Out This Screen

The fields that concern you most are the Comments field and the fields for the exception codes and hours. While each field is defined in subsequent sections, it is important for you to understand the general rules governing this screen as well as the field definitions. The general rules are:

- You may enter a comment in the **Comments** field if you wish. You MUST enter a comment if you make an entry in the hourly rate field. Your comment is part of an audit trail. While you have only 35 characters to work with, try to make it as precise and meaningful as possible.

- You make changes in the default line by typing over the entries that are there or by erasing the fields and starting off fresh. If, for example, the employee has taken the entire week off as a vacation, you would change the Hour Type (**Hrs Typ**) field to **VAC**. The actual hours in the daily hours fields would remain the same because the employee is taking that same number of hours as vacation hours.

- If you need to account for a variety of attendance exceptions, enter each exception type on a separate line.

  For example, assume that you have been asked to enter a single exception for Mary Smith. She has worked her normal 7.5 hours every day except Tuesday. On Tuesday, she worked for three hours and then went home sick. (If you are on a terminal, substitute the **Return Key** for **<F9>** in the following description.)

1. Use <F9> to move to the default line.

2. Press <TAB> to move to the field for Tuesday's hours. Change the value in that field to 3.

3. Press <F9> again to move to the **Hrs Typ** field on the next line. Type **SIC**, which is the code for sick time.

4. Press <TAB> to move to the field on that line for Tuesday's hours. Type **4.5**, the number of hours to be charged to sick time.

5. Press <F9> to move to the **Enter Option** field to select a navigation option. You have completed your entry.

- You can have seven lines on a screen, and you can have up to six screens. Use **SF** and **SB** to scroll forward and backwards through these screens.

- The six possible screens in this function are treated as if they were a single screen. If you choose **AB** as your navigation option on any one screen, it aborts all six screens. None of your entries on any screen will be saved individually. If you choose **M** as your option on any screen, it saves your entries on all six screens.

- The number of hours posted for a week cannot be less than the default number of hours. If you wish to enter more hours by charging time to overtime, keep in mind these conditions. A employee cannot have overtime entered if time is charged to **NOP** (not on payroll). The **OT-Ind** field (overtime indicator - Employee Subsystem) must be **Y**. Overtime cannot be entered on a day that has hours charged to sick time, vacation or other leaves.

- You cannot charge a number of hours to vacation, sick, personal, professional or compensatory time that is greater than the number of hours available for those categories.

- Vacation and other balances are not adjusted until you save the record. That is why you cannot enter a vacation advance when you enter attendance exceptions. Your attendance exception may reduce the vacation hours to a level that would make an advance impossible. Until the record is saved, PMIS doesn't know what the actual balances are. To see the changes, either return to the record or view it using the **View Attendance Exceptions** function. You can view it immediately using the recursive option. Instead of entering a new Social Security number, re-enter the Social Security number of the employee whose record you have just updated. This saves the record and then brings you back to it to view the saved changes.

- You may be able to correct minor payroll errors using this function. If an employee received two hours of straight overtime pay last week and he was not entitled to it, this week you can enter two hours of **NAD** (negative adjustment) time. This will dock the employee for two hours' pay this week. The net effect will be that the employee has received the correct amount of money. (If the employee's overtime was at the time-and a-half rate, you would need to enter three hours of **NAD** time to recover the two hours of premium overtime. If you use this method of error correction, you must be certain that you are entering the proper correction.)

  If an employee has been underpaid, your Fiscal officer may be able to write a check from the Dynacash advance fund to cover the difference.

*Note: Because you will enter a large number of these entries, it's a good idea to learn to move around the screen as quickly as possible. Pressing <F9> (or the **Return Key** on a terminal) from any of the hours screens brings you to the **Hrs Typ** field on the next line. This is faster than pressing <TAB> to move through the fields one by one. Experiment on your own until you find the method that works best for you.*

The Attendance Exception Fields

Following is a list of the fields you will use to enter attendance exceptions. For the most part, you will use only the hours type and daily hours fields in making entries. Required fields are noted.

SCROLL AMOUNT — This field controls your view of the daily hours fields when you choose SB or SF. There are two valid values. **(Required - Default is Page)**

- **PAGE** — When this value is present, the hours lines move in seven line increments when you scroll.
- **HALF** — When this value is present, the hours lines move in three line increments when you scroll. If your categories for a single day span two pages, choosing HALF might allow you to see all your day's entries together.

COMMENTS — Enter a comment up to 35 characters in length. You should use this field if your entry is unusual in any way. You must use this field if you make an hourly rate entry.

HRS TYPE — Enter the three-character code that explains the hours entered on each line. A list of valid codes appears in the chapter Appendix. **(Required)**

CHARGED APPRO — Enter the code for the appropriation account that will pay for the hours charged on this line. It is needed only if the hours are not charged to the appropriation account to which the employee's position is associated.

OBJECT CODE — Enter a code here only if the Attendance Exception code list (in ***Codes Appendix***) shows a value other than **R** in the Object Code column. Then enter the code shown.

DAILY HOURS	For each day, enter the number of hours charged to that attendance exception code. **(Required)**
HOURLY RATE	Enter only if the hours charged to that attendance exception code are to be paid at a rate different from the employee's usual rate. If you make an entry here, you must make an entry in the Comments field.

The remaining fields on this screen are used in requesting vacation advances, which are discussed in the sections immediately following.

Vacation Advances

Vacation Advances allow employees to receive wages for vacation weeks on the Thursday just before their vacation starts. Their vacation advance is not restricted to vacation time only. The employee's time off may reflect, for example a mix of vacation and some personal hours with an official holiday added to make up the week's time off. The vacation advance is for whatever mix of hours the employee is using. While it is a real convenience to the employee to be paid in advance, it is possible only if the following rules are observed:

- A vacation advance can only be granted for segments equaling the employee's work week. That could mean 37.5, 40, 18.75 or 20 hour blocks of time depending on the employees default schedule. The advance can be for more than a single week, but it must be for consecutive weeks.
- The employee must have asked for and received approval for vacation leave.
- The employee must have sufficient vacation, personal, professional or compensatory time to cover the time of the vacation advance request.
- The employee must have requested the advance by 5 p.m. on the Monday before the advance is to be paid. If he misses the deadline, he can make special arrangements to have checks mailed during the vacation period.
- The advance cannot be for a week in the next fiscal year. Even though payroll records reflect the calendar year for tax purposes, money for payroll is allocated for a fiscal year. If an employee wishes to take a vacation in the first week of the fiscal year (the first week of July), he cannot get an advance. The money to pay for that week's compensation is not yet available. Advances cannot be given in a new fiscal year until the budget is passed.

How To Enter A Vacation Advance

1. From the Payroll Subsystem menu, select the **Enter Weekly Attendance Exceptions** option.

2. Press **<F9>** until you reach the **Vac Adv** line.

3. Enter the number of hours the employee is charging to vacation in the **Vac** field. If the employee is charging hours to holiday, personal, professional or compensatory time instead, enter the hours in the fields for those categories. You do not have to charge all the hours to a single category, but the total number of hours for the advance must equal the total number of hours in the employee's normal work week. The fields are:

VAC	Vacation
HOL	Official holiday
PER	Personal leave
PROF	Professional leave (available only to certain bargaining units)
COMP	Compensatory time

4. Leave the screen, using the navigation method of your choice. You cannot combine this task with entering attendance exceptions.

How To Cancel A Vacation Advance

Occasionally, someone will request an advance and then change her mind. Usually this is because the employee has canceled or rescheduled the vacation time.

To reset a Vacation Advance type **RE** in the **Reset Adv** field on the Weekly Attendance Exceptions screen. The field is immediately below the VAC ADV line. This restores the employee's vacation or other hours balances and cancels the payment. To stop the advance, this change must be requested by 5 p.m. on the Monday before the check is to be paid. **You cannot use this function after the payroll has been run.**

If the request is not made in time, the employee will receive the vacation advance in his paycheck as if he were going on vacation. He will not receive any paycheck in the subsequent week. However, you must still act to restore the vacation hours that were charged against his balance. There are two steps. The first is to post an attendance exception using Function 05, Prior Period Attendance Exception, changing the hours charged to vacation back to regular. Then you must manually change the balance of vacation hours remaining for the employee. This is done through the **Modify Leave Balances (13)** function in the Employee Subsystem.

Enter Weekly Payroll Exceptions (02)

Use this function to report on exceptions to the rate at which an employee is paid for his or her hours. These exceptions will be listed on the time log along with any attendance exceptions that apply. If you are not sure whether a code indicates a payroll or an attendance exception, consult the exception lists in the ***Codes Appendix*** at the back of this Manual.

To begin your work, select **Enter Weekly Payroll Exceptions** by typing **02** as the desired function on the Payroll Subsystem menu and by entering the current pay week. In a few moments, you will see the screen shown in Figure 4-3.

The Exception Screen

```
PMIS6002                    WEEKLY PAYROLL EXCEPTIONS    SCROLL AMT:     PAGE
AGENCY: 98                  PAY PERIOD: 2B 92            WKLY SAL:     395.02
SOCIAL SEC NO: 030-12-7514  LAST NAME: OSC006            EXCP TOT:       0.00
COMMENTS:                                                TOT PAY:      395.02

 TYPE | CHARGED APPRO | OBJECT CODE | CALC AMT OR #HOURS | ADJ AMT OR HRLY RATE | BEG / END YYWW YYWW |   TOTAL

                                                                                                        0.00
                                                                                                        0.00
                                                                                                        0.00
                                                                                                        0.00
                                                                                                        0.00
                                                                                                        0.00
                                                                                                        0.00
                                                                                                        0.00

| NUMBER OF WEEKS:  |                                                  | BU OVERRIDE: N

ENTER OPTION:        NEXT SSN:              NAME CODE:        PAYWEEK: 2B YR: 92
(AE) ENTER ATTEND. EXCEPTS (PA) ENTER PRIOR PERIOD ATTEND.(AB,M,SF,SB OR BLANK)

8 PAY JOB                          LU #4
```

Figure 4-3

The screen that comes up displays basic identifying information about the employee and shows his or her weekly salary. You cannot change any of the basic information yourself.

How To Fill Out This Screen

The fields that concern you most are the **Comments** field and the weekly exception fields below it. While each field is defined in subsequent sections, it is important for you to understand the general rules governing this screen as well as the field definitions. The general rules are:

- You must enter a comment that explains the exception.
- Each exception must occupy its own line.
- PMIS multiplies the **Calc Amt Or #Hours** field by the **Adj Amt Or Hrly Rate** field to give the total shown in the total field. It really doesn't matter to PMIS whether you enter hours in the first field and an hourly rate in the second, or if you enter a calculated time period (4 for 4 weeks, for example) in the first column and the appropriate amount for that time period in the second column. What counts is that the calculation results in a correct total.

  For example, if the employee was to receive $40 for each of four 40-hour weeks, you could make one of the entries shown below.

Calc Amt Or #Hours	Adj Amt Or Hrly Rate	Total
4 (for 4 weeks)	**$40** (weekly rate)	$160
160 (# hours in 4 weeks)	**1** (hourly rate)	$160

  Entering either the week and the adjusted rate for weeks or the hours and the dollar amount per hour gives the same total.

- You may have eight lines on a single screen, and you have six screens available to you. (It is unlikely that you would ever require that many entries. One or two lines is more typical.)

- The exception total (**Excp Tot**) and total pay (**Tot Pay**) fields in the upper right section of the screen will not calculate until you save the record. If you return to the record after saving it, the total exception field will show the total amount paid to the employee as exceptions for the week. The total pay field will add the exception total to the weekly salary field, giving the amount the employee will receive for that week.

The Payroll Exception Fields

Following is a list of the fields you will use to enter payroll exceptions. For the most part, you will use only the Comments and the payroll exception fields. Required fields are noted.

SCROLL AMOUNT — This field controls your view of the exception fields when you choose SB or SF. There are two valid values. **(Required - Default is PAGE)**

- PAGE — When this value is present, the exception lines move in eight line increments when you scroll.
- HALF — When this value is present, the exception lines move in four line increements when you scroll.

COMMENTS — Enter a brief description of the payroll exception. **(Required)**

TYPE — Enter the three-character code that identifies the User Department. A list of valid payroll exception types appears in the Appendix. **(Required)**

CHARGED APPRO — Enter the code for the appropriation account that will pay for the exception noted on this line. It is needed only if the hours are not charged to the employee's usual appropriation account.

OBJECT CODE	Enter a code here only if the Payroll Exception code list at the back of this chapter shows a value other than **R** in the Object Code column. Then enter the code shown. Since the system defaults to the correct object code, you would seldom make an entry here. The only time it would be necessary is if the list shows multiple choices for a give code.
CALC AMT OR #HOURS	Enter either a calculated amount of time or a number of hours. **(Required)**
ADJ AMT OR HRLY RATE	Enter either a dollar amount or an hourly rate. **(Required)**
BEG YYWW / END YYWW	Enter the beginning and ending dates of the period to which the exception applies. The WW is the pay week. If an exception occurred in pay week 4 of 1993, you would enter **9304**. **(Required)**
NUMBER OF WEEKS	This is a number used for tax purposes only. The employee will receive the total amount in a single check. However, if PMIS treats that lump sum as a single week's pay and calculates withholding tax on that basis, it may withhold too large an amount. The money may be taxed at the 31% rate, for example, when the employee's total income really fits in the 15% bracket. The tax calculation will be more accurate if PMIS can look at the lump sum as if it were a series of weekly payments, each of which approximates the employee's weekly pay. Your entry in this field tells PMIS how many weekly payments it should divide the lump sum amount into for tax calculation purposes only. Use the method described below to calculate the entry for this field.

Add the lump sum amount to the employee's weekly pay amount. Then divide the total by the weekly pay amount. Enter the result in this field. Use the following examples as an aid.

- If the total is $1,500 and the employee earns $500 per week, enter **3** in the Number of Weeks field because 1500 divided by 500 is 3.

- If the total is $1800 and the employee earns $500 per week, enter **4** in the Number of Weeks field. That is because 1800 divided by 500 is 3 3/5, which is between 3 and 4. Whenever there is a remainder, no matter how small it is, round the number of weeks to the next highest number. It is better to use the higher number in calculating the tax.

BU OVERRIDE

Enter **Y** if at the time the extra pay was earned, the employee worked in another bargaining unit. This allows the system to accept your entry. (Access to this field is limited to authorized personnel and its use is rare.)

Enter Special Payroll Data (03)

Use this function to enter the amounts earned by an employee in past fiscal years that have not yet been paid. These amounts will be paid through either Accounts Payable or Deficiency payroll runs.

If the money was earned in the fiscal year that has just ended, it must be paid for by the department in which it was earned, from that department's accounts payable account. If the money was earned prior to the last fiscal year, it must be paid from a special deficiency account established by the Comptroller for that purpose.

From the data entry standpoint, it does not matter which payroll you are making entries for. Although you will enter a code designating payroll type, you will use the same screen for both payroll types. It is customary, however, to complete the accounts payable runs prior to running deficiency payrolls. For that reason, it is most likely that all the requests you receive in the first months of the new fiscal year will be accounts payable, and the requests you receive later will be for deficiency accounts.

One of two things must happen before a special payroll can be run. If the payroll is an accounts payable one, you must know that a PH (payroll hold) encumbrance has been processed in MMARS for the account to be charged. This sets aside the money to pay for the special payroll. To run a deficiency payroll, you must obtain prior permission from the Department Assistance Bureau at the Comptroller's office.

Entering Special Payroll Data

When you receive requests from the department, organize the requests by employee. On each screen, you can enter the type of payroll and the information for it. You should do all the entries for one employee and then go to the next employee using the recursive feature.

Once you have the requests organized, select **Enter Special Payroll Data** by typing **03** as the desired function and by entering the correct pay week. This must be week 55 or greater. For an Accounts Payable payroll, the year must be the prior fiscal year, and for a Deficiency payroll, the year must be the current fiscal year.

In a few moments after making your entries, you will see the screen shown in Figure 4-4.

The Special Payroll Screen

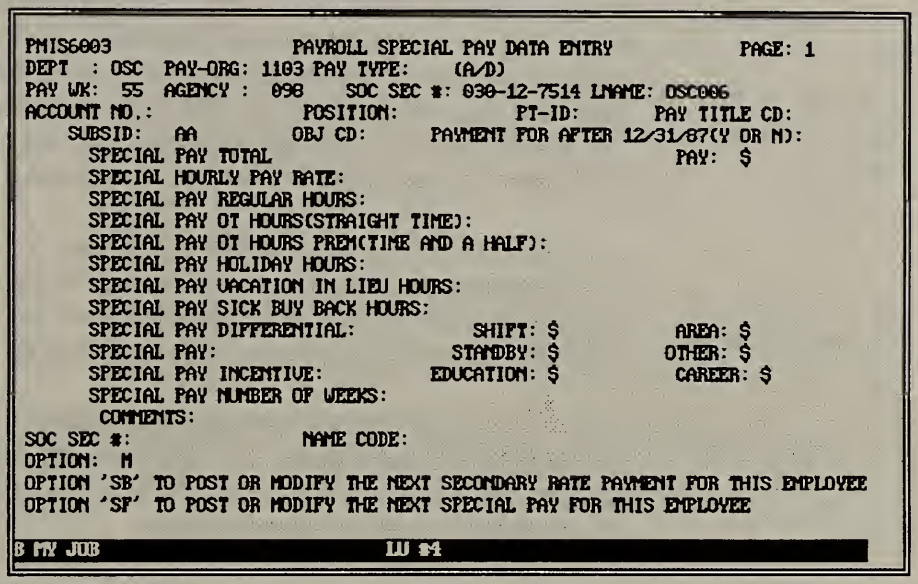


Figure 4-4

The screen that comes up displays identifying data for the employee.

How To Fill Out This Screen

While each field is defined in the subsequent sections, it is important for you to understand the general rules governing this screen as well as the field definitions. The general rules are:

- You must enter the account number, positions, pay title code. If applicable, you must enter the part-time identifier (**Pt-Id**, which may be a letter from **A** to **J**) as well. This identifier indicates the way in which the position is being split. PMIS does not pick these up from the Employee Subsystem screens. The reason for this is that the employee may not have been in his present position when the money was earned.

  Note: If you are running a deficiency payroll, you should enter the appropriation account from which the employee would normally be paid. PMIS will ignore this entry and charge deficiency payrolls to the Comptroller's deficiency account.

- If money is being charged to different accounts or to different positions or pay titles within the same account, you must enter the amounts on separate screens. Move to the next screen by choosing **SF** as your navigation option.

  *Note: The navigation message at the bottom of the screen is misleading. Pressing **SF** brings you to the next page of special pay data entries for this employee. Pressing **SB** brings you back to the previous page. These navigation functions do not take you to different entry screen types.*

- The pay total on any one screen cannot exceed $99,999.99. If the amount owed is greater than that, you must split the entry into multiple screens, even if the amount is charged to the same category. There are four available entry screens for each employee.

- This screen differs from most others in that it asks you to calculate the pay total yourself. Do not expect this field to be filled in automatically. The total is the number of hours multiplied by the special hourly pay rate plus any dollar amounts. PMIS will tell you if you do the calculation incorrectly.

How To Complete the Payroll Process

Once you have done the data entry, you must complete the following steps:

1. Request that a preliminary payroll be run. To make the request, call the Office of the Comptroller's Payroll Unit at (617) 727-5000, x331.

   The result of this run is a **Prelim**, a report that will be sent to you through the bins on the 8th floor of One Ashburton Place, the Bureau of Customer Service. (Depending on your location, arrangements may be in place to have the Bureau of Customer Service mail you these reports.)

2. The **Prelim** is essentially a hard copy of your data entries. You must check it for accuracy. If there are errors in this report, correct your data entries and request another run.

3. For Deficiency payrolls, contact the Department Assistance Bureau at (617) 727-5995 for further instructions.

4. Once the report is correct, attach it to Form CD-15-A, the Accounts Summary sheet and return the complete packet to:

   Payroll Unit, Office of the Comptroller
   One Ashburton Place, Room 912
   Boston, MA 02106

5. Call the Payroll Unit and request that the actual Accounts Payable or Deficiency payroll be run.

6. Obtain the warrant from the 8th floor, Bureau of Customer Service. Obtain the checks from the Saltonstall Building, at 100 Cambridge St., Boston.

The Special Payroll Fields

Following is a list of the fields you will use to complete the Special Payroll screen. While fields and field combinations required by PMIS are noted, clearly all fields that apply to the employee are required for that employee.

PAY TYPE	Enter **A** for an Accounts Payable payroll or **D** for a Deficiency payroll.
ACCOUNT NUMBER	Enter the appropriation account from which the money is to be paid.
POSITION	Enter the employee's position number (the position number that was correct when the money was earned).
PT-ID	Enter the part-time identifier, if the employee was part-time.
PAY TITLE CD	Enter the employee's pay title code for that time period.
SPECIAL PAY TOTAL PAY: $	Enter the total pay owed to the employee. You must calculate it yourself. Multiply the amount in the **Special Hourly Pay Rate** field by the total number of hours entered. Add dollar amounts entered directly. If you do the math incorrectly, PMIS will give you an error message. You cannot save the record with an incorrect total in place. **(Required)**
SPECIAL HOURLY PAY RATE	Enter the hourly rate to be paid on a special payroll. The hourly rate can not exceed $999.99.

SPECIAL PAY REGULAR HOURS	Enter the number of Reg Hours (number of normal hours) an employee is to be paid in a special pay week. (**Required if Special Hourly Pay Rate has an entry**)
SPECIAL PAY OT HOURS (STRAIGHT TIME)	Enter the number of overtime hours an employee is to be paid for at straight time in a special pay week. Straight time is given for overtime hours up to 40 hours, if the employee works full time. If the employee is less than full-time, the cap on straight time hours is pro-rated, based on a 40 hour week. For example, an employee who works half-time would receive straight time for hours worked up to 20 hours.
SPECIAL PAY OT HOURS PREM (TIME AND A HALF)	Enter the number of overtime hours an employee is to be paid for at the premium (time and a half) rate in a special pay week. The premium is paid for time worked in excess of 40 hours for a full-time employee. For a part-time employee, the premium is paid for hours worked in excess of the pro-rated time.
SPECIAL PAY HOLIDAY HOURS	Enter the number of holiday hours an employee is to be paid for in a special pay week.
SPECIAL PAY VACATION IN LIEU HOURS:	Enter the number of Vacation in Lieu hours an employee is to be paid for in a special pay week.
SPECIAL PAY SICK BUY BACK HOURS	Enter the number of sick-leave hours that are going to be bought back from an employee during a special pay week.
SPECIAL PAY DIFFEREN-TIAL SHIFT: $	Enter the amount (dollars) the employee is being paid for working on a different shift.

SPECIAL PAY DIFFERENTIAL AREA: $	Enter the amount (dollars) the employee is being paid for working in a contractually specified area.
SPECIAL PAY: STANDBY: $	Enter the amount (dollars) the employee is compensated for being on call.
SPECIAL PAY OTHER: $	Enter the amount (dollars) the employee is compensated. "Special Pay Other" is a category that the Commonwealth uses for payments from which retirement deductions are not withheld. This amount can not exceed $999.99.
SPECIAL PAY INCENTIVE: EDUCATION: $	Enter the predetermined amount (dollar) certain collective bargaining unit employees receive depending on the education level achieved for the Special Pay week.
CAREER: $	Enter the dollar payment to specified collective bargaining unit employees in a Special Pay week for career amount.
SPECIAL PAY NUMBER OF WEEKS	This is the number of weeks over which the payment is spread for tax purposes. The money is actually paid in a single check, but is taxed as if it were being paid over a period of time. This allows more accurate tax calculations to be made.

Enter Receipt Voucher Adjustment (04)

Receipt Vouchers are used to correct overpayments to employees. They are used for overpayments that are not simple enough to be handled through attendance exceptions or for payment corrections for employees who are no longer on the payroll.

The entire payroll refund receipt voucher process does three things. It returns the money incorrectly charged to an account back to the account. It corrects the employee's gross earnings and deductions, so that his or her W-2 form will be correct. It also adjusts the employee's retirement contributions with the State Board of Retirement. While you will be involved, at some level, in all three processes, your entries on PMIS will accomplish only one of them. The PMIS entries only correct the employee's W-2 information. The other tasks are accomplished elsewhere.

Note: If a current employee has been underpaid, and it would be a hardship for that employee to wait for a correction, report the problem to your Fiscal Officer. He or she may be able to write a check for the employee from the Dynacash account. An alternative is to call the Payroll Unit of the Comptroller's Office (617) 727-5000. They can request that the State Treasurer issue a new check immediately, and they can make the necessary bookkeeping corrections through the File Adjustment function of PMIS.

What To Do Before Entering PMIS

Before you can make data entries on PMIS, you must do a little paperwork, following the steps shown below.

1. When you receive the incorrect check, you must prepare form CD-29-A, the **Payroll Refund Receipt Voucher**, a five-part form that can be obtained through the Department Assistance Bureau in the Comptroller's office. (617-727-5995) Each page of this form goes to the department named on it. (A sample form is in the ***Forms Appendix***.) Your Fiscal Officer will tell you what entries to make in the upper right-hand section of this form - the section that begins with **Spending Agency**. The data on the main portion of the form you must take directly from the returned check.

2. You must then fill out what is called an **ER** (Expenditure Refund). Fill out a **CR** if the voucher affects the prior fiscal year. Your Fiscal Officer will use this form to make the necessary entries on MMARS. These entries correct the general ledger entries made when the incorrect check was generated. They also return the money to the appropriation account it was taken from. The Fiscal Officer will return the ER or CR to you.

3. Make the PMIS entries described in the sections that follow this. These entries correct the employee's W-2 entries.

4. The payroll run produces a report, showing your Receipt Voucher entries. Check this report against your form CD-29-A. If the report is not correct, repeat steps 3 and 4.

5. Once the report is correct, send the incorrect check, form CD-29-A, and the ER or CR to:

   State Retirement Board
   One Ashburton Place
   Boston, MA 02110.

   They will make any needed corrections to the employee's retirement balance and take the further steps needed to produce a check. If you have requested that a replacement check be made through this process, (a possible, but rare, request made on the CD-29-A) the elapsed time between your starting this process and a new check's being issued may be several weeks.

Entering Receipt Vouchers

When you are ready to make your PMIS entries, select **Enter Receipt Voucher Adjustments** by typing **04** as the desired function and by entering a pay week prior to the current one. In a few moments, you will see the screen shown in Figure 4-5.

The Receipt Voucher Screen

```
PMIS6004          PAYROLL RECEIPT VOUCHER ADJUSTMENT

SOC SEC NO: 547-96-2685   AGENCY: 098   NAME: ALFRED      A DENTE
PAY PERIOD: 9303          DELETE RECEIPT VOUCHER? (Y/N)  N

                          CURRENT AMT        ENTER RECEIPT VOUCHER

     NET AMOUNT           :
     RETIREMENT(NON-TAX)  :
     RETIREMENT(TAXABLE)  :
     ALT RETIREMENT       :
     FEDERAL TAXES        :
     MEDICARE TAXES       :
     STATE TAXES          :
     GROSS AMOUNT         :

COMMENTS:

ENTER NEXT EMPLOYEE KEYS OR RETURN OPTION
SOCIAL SECURITY #                    NAME CODE:

OPTION: M

3 PAY JOB                          LU #6
```

Figure 4-5

This screen shows the current check amount and has a blank column in which you can enter corrections.

How To Fill Out This Screen

You must fill out every field on this screen, entering the new, correct information. PMIS will not allow you to save this record unless the net amount you entered plus the deductions equals the gross amount. If the numbers do not add up properly, you will see the message, "**Error in amounts entered. They do not sum correctly**." If that happens, double-check your information. If there is still a problem and you are sure that you have been given the proper information, report it to the Payroll Helpline (617) 727-5000, ext. 331. The problem may need to be addressed through the File Adjustment function. Only the Comptroller's office can make adjustments there.

If you have filled out this screen incorrectly, you can delete the incorrect entry by typing **Y** in the DELETE RECEIPT VOUCHER field at the top of the screen.

Prior Period Attendance Exceptions (05)

Use this function to correct errors in attendance exceptions entered for an employee in any previous week. Errors occur when the time log is not correctly filled out, when the employee fails to notify the supervisor in time about an exception, or when there is a data entry error on PMIS. While errors are always a source of concern, the high volume of transactions and the tight time frames involved make some level of mistake inevitable.

Entering Exceptions

Each week, as requested, you will use PMIS to enter attendance exceptions for prior periods. You will be given corrected time logs to use as your source. Be certain these time logs have been verified as they provide authorization for the change. (Some departments may have a slightly different procedure.)

Enter this function either by typing 05 as the desired function at the Payroll Subsystem menu or by selecting PA as a navigation tool from the current week's attendance or payroll exception screens. Remember to enter the appropriate pay week as well. You must enter a pay week prior to the current one. Once you have done this, you will see the screen shown in Figure 4-6.

The Prior Period Attendance Exceptions Screen

```
PMIS6005          PRIOR PERIOD ATTENDANCE EXCEPTIONS   SCROLL AMOUNT : PAGE
Agency    : 98          PAY PERIOD: 92-24              Override hours:    N
Soc sec no: 020-48-8917 Last name : OSC015                        Bu:  M99
SICK HOURS: 870.000     VACATION HOURS: 157.500            Flex ind:    Y
COMP HOURS:             PERSONAL HOURS: 10.500             Hrly amt:
BONUS VAC HOURS:          PROFESSIONAL HRS:           CHG DATE: 03/03/93
Comments  :

HRS | CHARGED | OBJ | SUN | MON | TUE | WED | THU | FRI | SAT | HOURLY
TYP | APPRO  |CODE |06/07|06/08|06/09|06/10|06/11|06/12|06/13| RATE

REG                          7.500 7.500 7.500 7.500 7.500




 ENTER OPTION: M  NEXT SSN:              Name code:      Payweek: 24 Yr: 92
 (AE) ENTER ATTENDANCE EXCEPS (PR) ENTER P/R EXCEPS (AB, M, SF, SB, OR BLANK)
8 MY JOB                          LU #16
```

Figure 4-6

The screen that comes up is nearly identical to the Weekly Attendance Exceptions Screen. There are three differences:

- There is no provision for vacation advances, since a retroactive advance is a contradiction in terms.
- The **Comments** field is always required.
- The upper right-hand corner of the screen offers a few additional fields. While it appears that you can enter and change the **Override Hours** and **Flex Ind** fields on this screen, the system ignores your changes.
- The **Chg Date** field, while not one in which you can make an entry, is a useful one to know about. Once you save the record, that field will be changed to reflect today's date. When you view the record later, this field will tell you when the exception was entered.
- If your entries affect leave balances, those balances will not be updated automatically. You must correct them yourself, using the Update Leave Balance function, which is not documented in this Manual. For assistance with this, consult the Personnel Department.

For further information about the fields or about data entry on this screen, consult the section on **Weekly Attendance Exceptions**, which appears earlier in this chapter.

Enter Payroll File Adjustments (15)

Only the Comptroller's office has access to this function. The function is used to correct year-to-date balances both for compensation and withholding. The entries here reflect what will appear on the employee's W-2 form.

Use this function to address underpayment that results in a hardship for the employee or on occasions when the receipt voucher function is not considered the appropriate means of correcting an overpayment. If you use this function to correct the records of an underpaid employee, you must also send a written request to the Treasurer for a new check.

Entering The File Adjustment Screen

Once you have determined that this is the appropriate function, enter it by typing 15 as the desired function and entering a pay week prior to the current one. You will see the screen shown in Figure 4-7.

The File Adjustment Screen

```
PMIS6015            PAYROLL FILE ADJUSTMENT SCREEN

SOC SEC NO: 547-96-2685   AGENCY: 098   NAME: ALFRED      A DENTE
PAY PERIOD: 9303          DELETE PREVIOUS ADJUSTMENT? (Y/N)  N

                              YTD   AMT   ENTER ADJUSTMENT AMT
                                          (USE LEADING MINUS SIGN TO SUBTRACT)

GROSS AMOUNT          :      6730.00
FEDERAL TAXES         :       571.50
STATE TAXES           :       313.22
MEDICARE TAXES        :        96.48
RETIREMENT(TAXABLE)   :
RETIREMENT(NON-TAX)   :       500.72
DEFERRED COMP.        :
TAX SHELTERED ANN.    :
DEPENDENT CARE        :
ALT RETIRE AMOUNT     :
PRE-TAX INSURANCE     :        76.90
COMMENTS:

ENTER RETURN OPTION: M

3 MY JOB                        LU #6
```

Figure 4-7

This screen shows all year-to-date balances for the employee.

How To Fill Out This Screen

In the **ENTER ADJUSTMENT AMOUNT** column, enter the change to be made to any year-to-date total that is incorrect. For example, if the Federal Taxes year-to-date are $400 and they should be $375, enter -25 in the **Federal Taxes** field in the **AMT** column. If, for the same example, the correct tax amount were $425, you would enter 25 in the **Federal Taxes** field. When the record is saved, the totals will be adjusted. In the **Comment** field, enter an explanation for your change. Because these balances are ultimately reported to the IRS, double-check your changes before pressing **<ENTER>** to accept the record.

If you are correcting a previously corrected record, enter **Y** in the **Delete Previous Adjustment** field.

The File Adjustment Fields

Following is the list of fields you will use to enter a file adjustment. Enter a comment in the **Comment** field to explain the change. You have 35 characters to work with.

DELETE PREVIOUS ADJUSTMENT	Enter a **Y** for Yes in this field if you are correcting a previous change. (Required-Default if N for No)
GROSS AMOUNT	Enter the adjustment to the gross amount.
FEDERAL TAXES	Enter the adjustment to the federal income tax withheld.
STATE TAXES	Enter the adjustment to the state income tax withheld.
MEDICARE TAXES	Enter the adjustment to the medicare tax withheld.
RETIREMENT (TAXABLE)	Enter the adjustment to the retirement deduction that is taken from after-tax dollars.
RETIREMENT (NON-TAX)	Enter the adjustment to the pre-tax retirement deduction.
DEFERRED COMP	Enter the adjustment to the deferred compensation amount.
TAX SHELTERED ANN.	Enter the adjustment to the tax sheltered annuity amount.
DEPENDENT CARE	Enter the adjustment to the dependent care amount.
ALT RETIREMENT	Enter the correction to the alternate retirement deduction amount.

PRE-TAX INSURANCE	Enter the adjustment to the pre-tax insurance total.
COMMENTS	Enter a comment explaining the change.

Update Holiday Pay By Agency (22)

Use of this function is limited to those agencies where it is normal for employees to work on holidays. Where it is available, it is used to eliminate the need to enter an attendance exception for each employee who works on the holiday. It allows the exception to be posted globally to all affected employees.

Chapter 5
The Fiscal Subsystem

Overview

You will use the Fiscal Subsystem only as a source of information. Using the single function, **View An Account (08)**, you can:

- See whether or not your account is registered
- See the dates the account is registered for during the current fiscal year and the number of pay weeks in that date range.
- See the dates during which the account is expected to be active during the next two fiscal years and the number of pay weeks in that date range.

This chapter describes how to select **View An Account (08)** from the Fiscal Subsystem menu, and also provides some explanation of the information you can view.

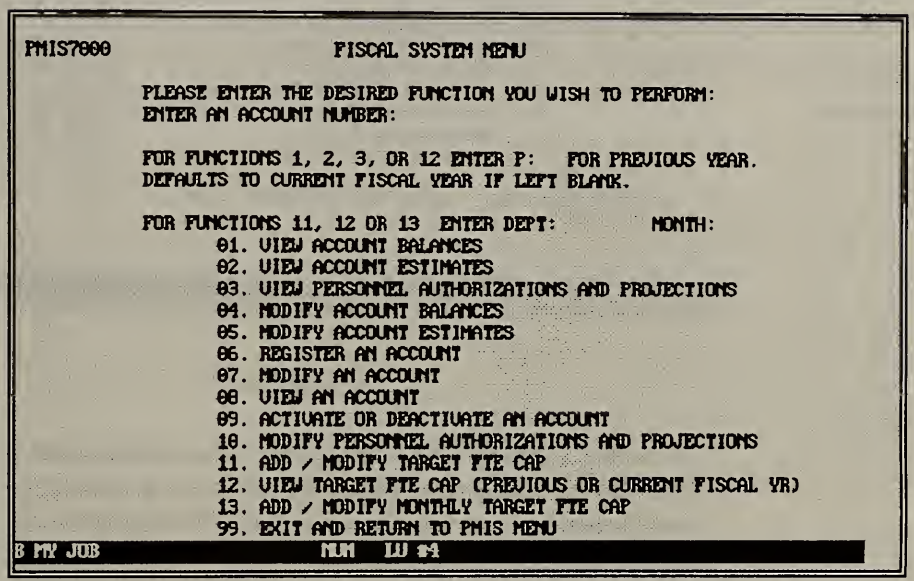
Registering An Account

Before you can charge payroll expenses to an account, that account must be registered on PMIS. This is a two-step process, most of which happens elsewhere. First of all, the account must be entered in MMARS as a valid account. This is done by the Budget Bureau. You can verify that it has happened by viewing the **ASTA** table on MMARS. Then, the account number can be entered in the reference files that PMIS checks to be certain that the account is valid. If this has not happened, when you try to appoint an employee using that account number, you will get an error message, telling you that no fiscal record exists. If that happens, fill out copies of forms 1, 2, and 3. A sample set of these forms, along with instructions for filling them out, is included in the ***Forms Appendix*** at the back of this manual.

To be certain that the account is registered and that it is registered for the time period in which you are interested, use the **View an Account** function described below.

View An Account Function (08)

Enter PMIS as usual and select **Fiscal Subsystem** by typing **07** as the desired subsystem. Once you have done this, you will see the subsystem menu screen as shown in Figure 5-1.



The Fiscal Subsystem Menu Screen

Figure 5-1

Entering The View Function

Type **08** as the desired function. Then enter the eight-digit code for the appropriation account you want to view. There is no need to enter a social security number because this function does not deal with individual employee's data. Press <ENTER> to reach the screen shown in Figure 5-2. If the account is not registered at all, you will receive an error message at this point.

The View An Account Screen

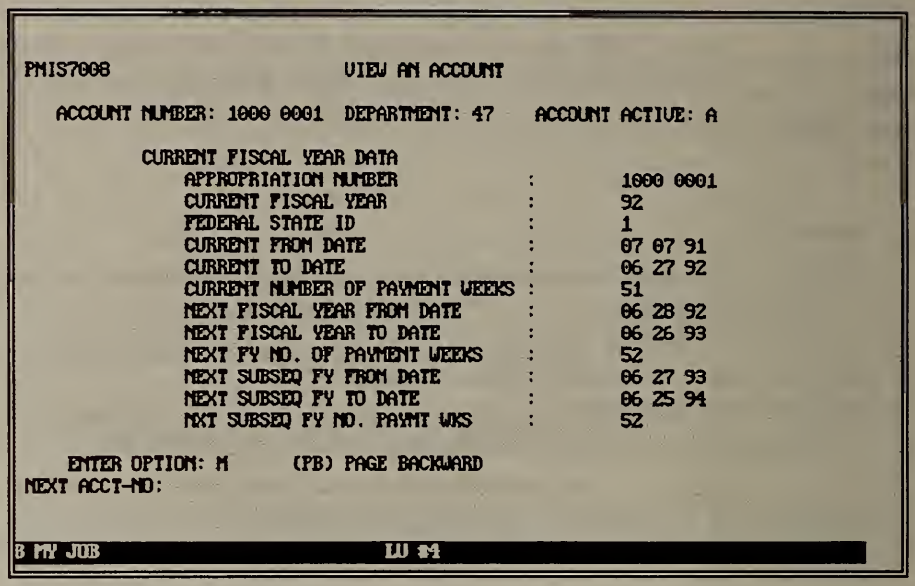


Figure 5-2

This screen identifies the account you have chosen as active or not active and identifies the department to which it belongs. The **Current From Date** and **Current To Date** fields identify the first Sunday and the last Saturday in the fiscal year for which the account is active. The **Current Number of Payment Weeks** field tells you the number of pay weeks included in those dates. You cannot charge anything to the account for a date in the current fiscal year prior to the **Current From Date** shown.

This same information is repeated for the next two fiscal years. If it is anticipated that the account will be active for the entire time, the **From** and **To** date fields will be the first Sunday and last Saturday of each of the two fiscal years. The number of pay weeks will equal the number of pay weeks in each of those years.

If it is anticipated that the account will close during that time, the **To** field for the fiscal year in which the account is to close will be the last Saturday on which the account will be available. The number of pay weeks will be the number of pay weeks during that fiscal year for which the account can be charged.

Navigation In This Function

You have only two choices.

- Press <ENTER> to return to the subsystem menu when you are done
- Use the recursive option by entering the next account number you want to view. Although a **PB** (Page Back) option is given as a navigation tool, it brings you to other Fiscal subsystem functions that are not documented in this manual.

Chapter 6
The Contractor Subsystem

Overview

The name of this subsystem is misleading, since it deals with **contracted employees** rather than with independent contractors. From time to time, departments in the Commonwealth need to supplement their regular work force. The workers used can be either independent contractors or contracted employees. Contractors are independent, directing their own work. Contracted employees, on the other hand, function in many ways like state employees but do not receive benefits. To distinguish between them, you must use IRS form SS8. (We have included copies of this in the ***Forms Appendix***.) Once you have determined, based on that form, whether you are dealing with an independent contractor or a contracted employee, you will know how to proceed. **You are concerned only with contracted employees. That is because they are paid through PMIS and receive a W-2 tax form, while independent contractors do not.** Everything you do in the Contractor Subsystem deals with contracted employees and not with contractors.

Contracted employees, unlike employees, are not entitled to membership in the state retirement system or in any employee insurance programs. They are not eligible for fringe benefits or for sick, personal or vacation leaves. They do, however, need to be paid and need to have their W-2's produced. The Contractor subsystem on PMIS tracks the information necessary to monitor contracts and to ensure that contracted employees will receive compensation and W-2's to which they are entitled. Some of the subsystem tasks, such as processing receipt vouchers, are similar to those you perform for employees in other subsystems.

You will use this subsystem to:

- Add or modify contract data for a particular contract or contracted employee for the current fiscal year
- See a list of contracted employees for an agency
- Post exceptions to the default payment schedule
- Process or view receipt vouchers
- View a list of employee contracts
- View contract payroll history
- Add contract data for the next fiscal year

Refer to ***Chapter 3*** for Direct Deposit procedures for contracted employees.

This chapter will describe all the functions in which you enter data and the three view functions. These view functions are: List Contractors in Agency (03), View Listing of Employee Contracts (06) and View Payroll History (07).

Note: The Contractor Subsystem is keyed to the fiscal year. That is because money to pay contracted employees is allocated on a fiscal year basis. However, as with employees, contracted employees' earnings and deductions must be tracked on a calendar year basis for IRS reporting.

Getting Started In The Contractor Subsystem

Enter PMIS as described in Chapter, *Getting Started*, in the section beginning with "**How to Enter PMIS.**" Select function **10**, **Contractor Subsystem.** In a few moments, you will see the screen shown in Figure 6-1.

The Contractor Subsystem Menu

```
                                                              02/24/93
PMIS0300              CONTRACTOR SUBSYSTEM MENU               14:09:53

            ENTER FUNCTION NUMBER:
                CONTRACTOR'S SSN:
                     CONTRACT NO:                  (IF SSN NOT UNIQUE)
                        PAY WEEK: 9306          (ENTER BLANK FOR MOST RECENT)
                          AGENCY:
                     FISCAL YEAR: 1993

                      01 ADD CONTRACT DATA FOR CURRENT FISCAL YEAR
                      02 MODIFY CONTRACT FOR CURRENT/NEXT FISCAL YEAR
                      03 LIST CONTRACTORS IN AGENCY
                      04 EXCEPTION POSTING-CONTRACT FOR CURRENT/NEXT FISCAL YEAR
                      05 RECEIPT VOUCHER FUNCTION
                      06 VIEW LISTING OF EMPLOYEE CONTRACTS
                      07 VIEW PAYROLL HISTORY
                      08 VIEW RECEIPT VOUCHER FUNCTION
                      09 ADD CONTRACT DATA FOR NEXT FISCAL YEAR
                      12 NOT IN USE
                      13 NOT IN USE
                      99 EXIT

8 PAY JOB                        MAIN   LU #4
```

Figure 6-1

How To Select A Function

To select a function, enter the following items and press <ENTER> when you are done.

- Function number
- The contracted employee's social security number **(Required)**
- The contract number **(Required when a contracted employee has multiple contracts)**

- The pay week, if you do not want the current one. If you enter a pay week, use the **YYWW** format. For example, if this is week 26 of 1993, enter **9326**.

- The agency by which the contracted employee has been hired. **(Required)**

- The fiscal year, if you do not want the current one. Type all four digits of the year.

  If you do enter a year, remember that the fiscal year is not the same as the calendar year. Fiscal 1993 began July 1, 1992 and will end June 30, 1993. July 1, 1993 begins fiscal year 1994.

When you return to the Contractor Subsystem Menu after looking at a contracted employee's contract data, the social security number, contract number and agency entries will be in place. If you completed only one or two of these fields yourself, PMIS will have added the additional information for you.

Note: When we discuss each individual function, we will tell you whether you need to enter the social security number, Contract number, or both. The reason for the difference is that you are generally looking for an individual contract rather than for an individual contracted employee. If contracted employees have a single contract with the state, then the social security number finds both the contracted employee and the contract. If the contracted employee has multiple contracts, however, each one will have the same social security number. To distinguish among them, you must give a contract number.

How To Navigate In Any Function

As is usual in PMIS, your navigation options are displayed at the bottom of the screen. The field in which you enter your choice is called either **Select Function** or **Enter Option**, depending on the function you are in. While selections vary from screen to screen, your choices are limited to the ones described below.

02	This moves you from the **List Contractors** screen to the **Modify Contract Data** screen for the contract you have selected.
04	This moves you from the **List Contractors** screen to the **Post Exceptions** screen for the contract you have selected.
R	**Repeat.** In other subsystems, when you use the recursive feature, you leave the **Enter Option** (or a similarly named) field blank. To use the recursive feature in this function, you must enter **R** in the **Select Function** or **Enter Option** field.
SF	**Scroll Forward.** This scrolls forward to the next screen of data.
V	**View.** This lets you view a selected contract. It is available only in the **View Listing of Contracts** screen.

As always, **M** to save your work and **AB** to abort, are available options on every screen. The recursive function is available as well. Depending on the function you are in, it may take you to another contracted employee, another contract or another agency.

Add Contract Data for Current Fiscal Year (01)

Use this function to enter data about a new contract. This includes personal and tax information about the contracted employee as well. There is no standard form to use as a source of this data. However, a Service Contract (SC) must exist on MMARS. This SC exactly mirrors the information entered in PMIS.

Entering The Add Contract Data Function (01)

Select this function by entering **01** in the **Enter Function Number** field of the Contractor Subsystem Menu. In this function, both social security number and contract number are required entries. Press <ENTER>. In a few moments, you will see the screen shown in Figure 6-2.

The Add Contract Screen

```
PMIS0301                                                        02/24/93
              ADD CONTRACT DATA FOR CURRENT FISCAL YEAR          14:11:04
SOC-SEC-NO: 099 88 9988        VENDOR-CODE:                 ACCT:
AGENCY: 98   DEPT:               PAYORG:       DIV:     OBJECT CODE:
LAST-NAME:                       FIRST-NAME:                 MI:
ADDR:                            CITY:                STATE:      ZIP:
MARITAL STAT:    SEX:    RACE:   FED EXEMPT: 0   STATE EXEMPT: 0 MED TAX:


CONTRACT-NO: 999999999999        CONTRACT-LINE-NO:       CONTRACT-TYPE:
MAXIMUM IN CONTRACT:      0.00   CONTRACT START DATE:
                                 CONTRACT END DATE:

REG WKLY HOURS:   0.00           PER HOUR WAGE:          0.00
ADDL FED TAX:     0.00           ADDL STATE TAX:         0.00
DEF COMP:         0.00           ADDL MED TAX  :         0.00
ALT RETIRE CODE:     0           ALT RET MAX LIMIT:   7500.00
UNION LOCAL CODE:    0           UNION LOCAL AMT:        0.00   FEE/DUES:

ENTER OPTION: M  (AB=ABORT  M=UPDATE  R=REPEAT)
TO REPEAT ENTER NEXT SSN:              AND CONTRACT NO:


B MY JOB                          LU 84
```

Figure 6-2

This screen takes the contracted employee's social security number, agency and the contract number from the Contractor Subsystem Menu screen. The social security number is a critical entry because it is used in reporting the contracted employee's earnings to the IRS and because it is used to connect the contracted employee to the contract. When the screen appears, double-check the entry for accuracy.

How To Fill Out This Screen

While a complete list of the fields in which you must enter data is given below, consider the following guidelines:

- Enter all relevant data for this contracted employee.
- **Take a screen print of your completed entries.** This screen print must go in the contracted employee's personnel folder.
- When you enter the contract line number in the **Contract-Line-No.** field, PMIS checks to make certain that a valid appropriation exists in MMARS and that there is enough money allotted to pay the contracted employee. If that is not the case, you will receive an error message and you will not be able to save the record. If this happens, do not try to continue. Enter **AB** in the **Enter Option** field. Notify the hiring agency so that they can take the necessary steps to correct the problem.

The Add Contract Data Fields

Following is the list of fields you will use in completing the Add Contract Data screen. The fields are listed in the order of their appearance on the screen. Make an entry in each field for which you have applicable information. Except for the middle initial field and the union membership information, all fields should have some entry, even if that entry is zero. All fields are enterable. If you see an error in the social security number, contract number or agency, you can and should correct it.

VENDOR CODE	Enter the contracted employee's social security number and the first four letters of his or her last name.
ACCT	Enter the eight-digit appropriation account number under which the Service Contract has been established.
AGENCY	Enter the agency number.
DEPT	Enter the user department's three letter MMARS code.
PAYORG	Enter the four digit code for the pay organization within a department.
DIV	Enter the department designated code used for check sorting purposes.
OBJECT CODE	Enter the code that indicates the type of expenditure the contract represents. See the current **"Expenditure Classification Handbook"** for object codes.
LAST-NAME	Enter the contracted employee's last name.
FIRST-NAME	Enter the contracted employee's first name.
MI	Enter the contracted employee's middle initial. Do not type a period.
ADDR	Enter the contracted employee's street address.

CITY	Enter the contracted employee's city.
STATE	Enter the two-letter abbreviation for the contracted employee's state.
ZIP	Enter the contracted employee's zip code.
MARITAL STATUS	Enter the contracted employee's marital status. The valid values are: M Married S Single N Married but recorded as single
SEX	Enter **M** for Male or **F** for Female.
RACE	Enter the value for the contracted employee's race 2 = White 3 = Black 4 = Hispanic 5 = Asian or Pacific Native 6 = American Indian or Alaskan Native 8 = Other
FED EXEMPT	Enter the number of exemptions the contracted employee claims for federal withholding tax. Valid values are from 0 to 22, with one exception. Use 99 for students filing exempt.
STATE EXEMPT	Enter the number of exemptions the contracted employee claims for state withholding tax. Valid values are from 0 to 22, with one exception. Use 99 for students filing exempt.
MED TAX	Enter **N** for **No** if the contracted employee was hired on or before March 31, 1986 and has worked continuously since then. Enter **Y** for **Yes** if the contracted employee was hired after March

	31, 1986 or has had a break in service after that date.
CONTRACT-LINE-NO	The 2-digit accounting line number of the SC (Service Contract) to be referenced on MMARS for payments.
CONTRACT-TYPE	Enter "AF-4" for the type of contract specified on the SC (Service Contract) when processed on MMARS.
MAXIMUM IN CONTRACT	Enter the maximum dollar amount appropriated for that contract or the portion of the total designated for the contractor if the contract is an open order one.
CONTRACT START DATE	Enter the beginning date of the contract.
CONTRACT END DATE	Enter the ending date of the contract.
REG WKLY HOURS	Enter the number of hours the contracted employee is expected to work each week. Zero is a valid value here and can be entered if the contracted employee is paid biweekly, for example. If you make zero the default, you must post an exception for the employee during each week for which a paycheck is to be issued to them.
PER HOUR WAGE	Enter the contracted employee's hourly wage. Do not type dollar signs.
ADDL FED TAX	Enter the additional federal tax, if any, to be deducted from a contracted employee's earnings based on a W-4.
ADDL STATE TAX	Enter the additional state tax, if any, to be deducted from a contracted employee's earnings based on a M-4.

DEF COMP

Enter the amount of pay to be deducted and reported in the deferred compensation account.

ADDL MED TAX

Enter any additional Medicare tax to be withheld. Additional withholding is needed if the contracted employee had been exempted from the tax in error.

ALT RETIRE CODE

Enter the code that indicates whether or not the contracted employee is contributing to the alternate retirement plan. The values are listed below.

20 The contracted employee is working under a contract that is less than two years in duration.

21 The contracted employee is working under a longer-term contract.

If the contracted employee is exempted from paying into this plan, enter one of the following codes:

30 The contracted employee is a member of the State Retirement System.

31 The contracted employee was hired for a program to relieve unemployment.

32 The contracted employee has a state of emergency appointment.

33 The contracted employee is an election official paid less than $100.00.

34 The contracted employee is employed by the school they are enrolled in.

35 The contracted employee is an inmate or patient working for the institution they reside in.

40 The contracted employee's appointment is inactive.

UNION LOCAL CODE	Enter the code, if any, for the union to which the contracted employee belongs.
UNION LOCAL AMT	Enter the amount to be deducted, if any, from the contracted employee's pay for union dues and fees.

Modify Contract For Current/ Next Fiscal Year

Use this function to modify contract data that you have entered using either the **Add Contract Data for Current Fiscal Year** or the **Add Contract Data for Next Fiscal Year** functions. You will use this, as requested, to correct earlier data entry errors or to update information that may have changed, such as the contracted employee's address and state and federal exemptions. Changes you make in this function create new defaults for the contracted employee. Modifications to hours or pay rate that affect only a single week should be entered in Function 04, Exception Posting. You can also use this screen to answer questions about the remaining funds in a contract or about year-to-date or weekly deductions for the contracted employee.

Entering The Modify Contract Function

Select this function by entering **02** in the **Enter Function Number** field of the subsystem menu. Fill in the remaining information and press <ENTER>. For this function, if the contracted employee has only a single contract, you may enter just the social security number. However, since you may not know whether multiple contracts exist, it is a good idea for you to enter the Contract number as well. In a few moments, you will see the screen shown in Figure 6-3.

The Modify Contract Screen

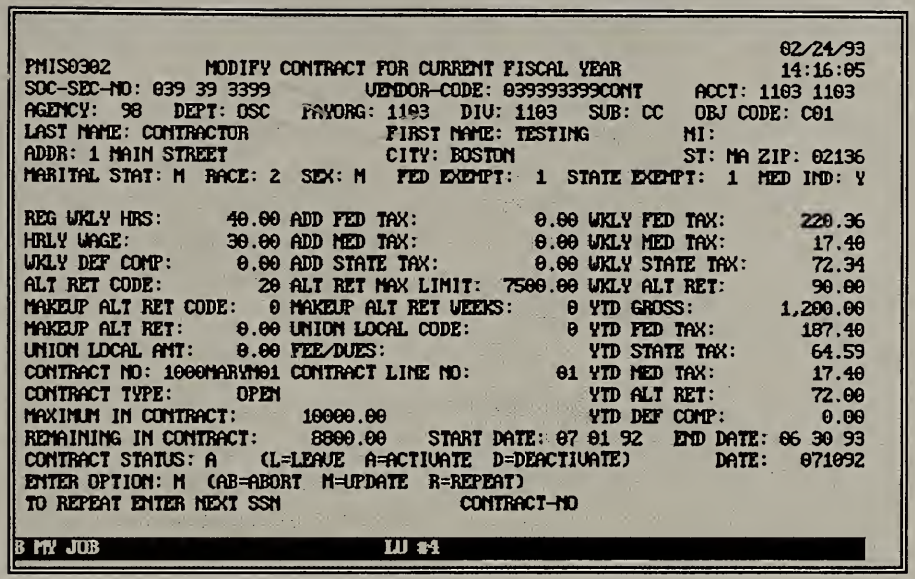


Figure 6-3

While this screen includes the same fields as the **Add Contract Data** screen, it also displays useful summary information. The right-hand column shows weekly and year-to-date deductions for the contracted employee. At the bottom of the screen the field, **Remaining In Contract**, shows the dollar amount still available for the contract. (If this is running low, PMIS displays a warning, "**Contract Running Out of Funds.**")

How To Fill Out This Screen

You can modify any field on this screen except the following:

- Agency
- SUB (Subsidiary)
- The Weekly and Year-To-Date withholding information
- Remaining In Contract (the dollar amount remaining)

The enterable fields on this screen include those on the **Add Contract Data** screen. For a description of any field, check the section,"**The Add Contract Data Fields**", which appears earlier in this chapter. The additional fields that you can modify on this screen are described below. The first three are related. They appear on this screen because they are used to make corrections. If the contracted employee should have been contributing to the alternative retirement fund, but has not, these fields are used to collect the money that is owed. The last field is not related to retirement. It is used to deactivate a contract or to give it a leave status.

MAKEUP ALT RET CODE

Make an entry here if a contracted employee's alternate retirement deduction has not been correctly taken. If the contracted employee is paying into this option, enter one of the following:

20 The contracted employee works 20 hours or less per week or full time, but seasonally. His work occupies him for no more than one month per year.

The contracted employee is working under a contract that is less than two years in duration.

21 Other contracted employees

If the employee does not pay into this plan, enter one of the following codes:

30 The contracted employee is a member of the State Retirement System.

31 The contracted employee was hired for a program to relieve unemployment.

32 The contracted employee has a state of emergency appointment.

33 The contracted employee is an election official paid less than $100.00.
34 The contracted employee is employed by the school he or she is enrolled in.
35 The contracted employee is an inmate or patient working for the institution he or she resided in.
40 The contracted employee's appointment is inactive.

MAKEUP ALT RET WEEKS — Enter the number of weeks over which the additional deduction will be taken.

MAKEUP ALT RET — Enter the amount to be taken each week.

CONTRACT STATUS — Enter the appropriate value. Your choices are:

L Leave (Work on the contract is suspended temporarily)
A Activate (Work on the contract is ongoing)
D Deactivate (Work on the contract is stopped)

List Contractors In Agency (03)

This function is the proverbial exception to the rule. In spite of its being a view only function, its name does not begin with the word **View**. You can use it in two ways. Use it to answer questions about a contract and use it to look up the social security number or contract number of the contracted employee you want to work with.

Entering The List Contractors Function

Select this function by entering **03** in the **Enter Function Number** field of the subsystem menu. Enter the Agency and press <ENTER>. For this function, you do not need to enter the social security number or contract number. In a few moments, you will see the screen shown in Figure 6-4.

The List Contractors Screen

```
                                                              02/24/93
PMIS0303              LIST CONTRACTORS IN AGENCY 098
PAGE:  1                                                      14:18:33

     SSN        CONTRACT          NAME                  HRS    STAT  YEAR
 513-20-1171  10003026001  BROWN , ALICE                 2.00     A   1993
 039-39-3399  1000MARYM01  CONTRACTOR , TESTING         40.00     A   1993
 144-52-1056  10003039009  MILLER , KAREN M             30.00     A   1993
 032-46-6808  10003039010  MILLER , LEANDER              0.00     L   1993
 068-40-7402  10003039013  MILLER , PAULIE              40.00     A   1993
 216-64-3834  10003039014  MILLER , ROBERTA             40.00     A   1993
 011-24-4465  10003039015  MILLER , ROSE                80.00     A   1993
 100-68-5510  10003039016  MILLER , SOPHIA              40.00     L   1993
 101-01-0101  10003195T10  SMITH , ALICIA               40.00     A   1993
 091-32-0000  10003195T20  SMITH , ANNETTE              37.50     A   1993
 253-72-4404  10003195T30  SMITH , ANNIE                37.50     A   1993
 036-26-5445  10003195T40  SMITH , ANSON                37.50     A   1993
 439-35-2829  10003195T50  SMITH , BARI                 37.50     A   1993
 417-92-7123  10003195T60  SMITH , BELINDA              40.00     A   1993

  SELECT FUNCTION: SF    OPTIONAL SSN:              AND CONTRACT-ID:
(02-MODIFY   04-POST EXCEPTIONS  R-REPEAT  AB-ABORT  SF-SCROLL FWD)
B MY JOB                        LU 84
```

Figure 6-4

In addition to displaying the social security number, contract number and contracted employee's name, this screen shows the hours the contracted employee normally works each week (HRS field), the status of the contract and the fiscal year for which it is funded. The contract status can be **A** for Active, **I** for Inactive or **D** for Deactivated. A contract is inactive if work is not being done on it.

The list is organized alphabetically by contracted employee name. If you need to modify a contract or post exceptions, and you are not sure of the contract or social security numbers, use this screen to help you. Scroll through the list using the **SF** navigation option. When the contract you want is in view, copy its social security number and its Contract-ID number into the fields, **Optional SSN** and **Contract-ID**. Enter **02** or **04** in the **Select Function** field and press <ENTER> to move to the screen you want.

Exception Posting - Contract For Current/Next Fiscal Year (04)

This function is similar in purpose to the Attendance and Payroll Exception functions in the Employee subsystem. Use it to post changes to the hourly rate or to the number of hours worked by a contracted employee in a given pay week. Because the contracted employee is not an employee, there is no need to explain the reasons for a different number of work hours. The contracted employee is either present and working or not present. Only the number of hours is significant. It is most unlikely that you would be asked to change an hourly rate for a given week. If you do receive such a request, be certain that you have the proper authorization for it.

The entries you make in this function, like employee attendance exceptions, affect only the pay week in question. Once the payroll has run, the hours and rate will return to their normal default values. If the change in hours or rate is intended to be permanent, use the **Modify Contract Data** screen to make the change. It is essential that the contracted employee's hours be entered correctly, as the Commonwealth is permitted to pay only for services that were actually rendered.

In making these entries, use the time and attendance records approved in writing by the appropriate supervisory personnel within the department. These records are needed both for audit trails and for future reference about the time and costs of a particular project.

Entering the Exception Posting Function

Select this function by entering **04** in the **Enter Function Number** field of the subsystem menu. Fill in the remaining information and press <ENTER>. If the contracted employee has a single contract, only the social security number is required. However, it is a good idea to add the Contract number as well. The change in hours that you are recording is the change in the number of hours the contracted employee has worked on a specific contract. In a few moments, you will see the screen shown in Figure 6-5.

The Exception Posting Screen

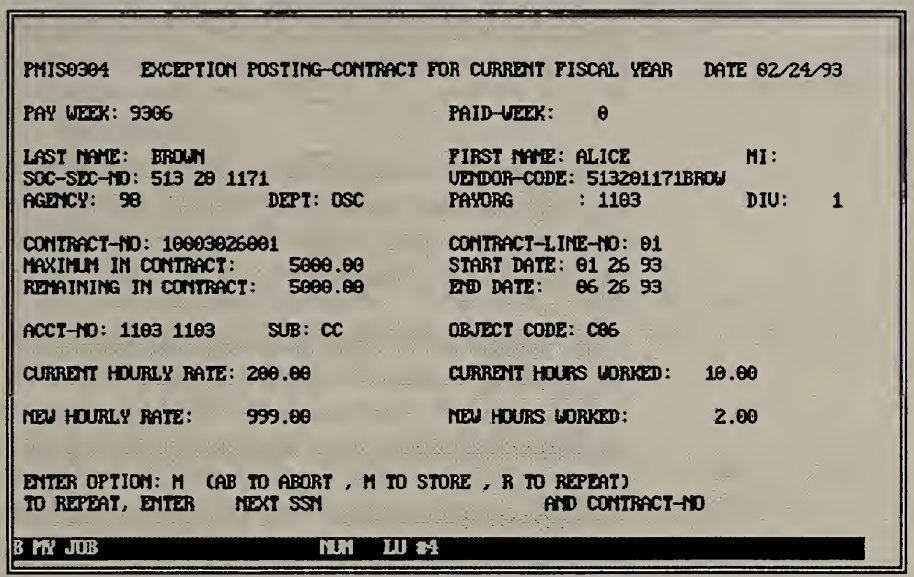


Figure 6-5

This screen offers a snapshot of the contract, including the present amount remaining. You cannot make entries that would generate a check in excess of the amount remaining in the contract or in excess of $9,999.99.

How To Fill Out This Screen

There are only two fields that you can modify.

IF YOU MAKE AN ENTRY IN ONE FIELD, YOU MUST MAKE AN ENTRY IN THE OTHER, EVEN IF ALL YOU ARE DOING IS RE-ENTERING THE SAME VALUE. UNLESS BOTH FIELDS ARE MODIFIED, THE CONTRACTED EMPLOYEE WILL NOT RECEIVE A PAYCHECK.

NEW HOURLY RATE	Enter the hourly rate that will be used in calculating the contracted employee's pay for the single pay week. This cannot exceed $999.99
NEW HOURS WORKED	Enter the number of hours worked in the pay week. This is the number of hours for which the contracted employee will be compensated.

Receipt Voucher Function (05)

Use this function to correct the PMIS entries that resulted from an overpayment to the contracted employee. The procedure you will follow is similar to that for an employee.

1. When you receive the incorrect check, you must complete the Contract Backout Input Form (CB), if you wish to re-encumber the money. If you do not wish to re-encumber the money, use an ER or CR instead, just as you would for an employee.

2. Your Fiscal Officer must make the necessary entries on MMARS to correct the general ledger entries. If you have completed a CB, the money will be returned to the service contract. Otherwise, it is returned to the appropriation account.

3. Compete form CD-29-A, The Payroll Refund Receipt Voucher. Your Fiscal Officer can tell you what entries to make in the **Spending Agency** section. Other entries should be taken directly from the check. Questions regarding the completion of this form should be addressed to the Department Assistance Bureau of the Comptroller's Office at (617) 727-5995.

4. You must make the necessary entries in PMIS (described in the following sections). Be sure to take a screen print when your entries are in place.

5. Return the check, the CB, ER or CR, form CD-29-A and the screen print to:

   State Retirement Board
   One Ashburton Place
   Boston, MA 02110

The receipt voucher process does not usually generate a new, corrected check for the contracted employee, although it is possible to request a new check on form CD-29-A. The process is intended to correct the accounting and payroll entries that resulted from the incorrect check's having been written.

Note: A new check might be requested through this process if the contracted employee were no longer on the payroll. In that case, the Treasurer would respond to the request by sending a check directly to the department.

What To Do If The Contracted Employee Needs A Check

If the contracted employee needs a check to replace the returned one, or if he or she has been underpaid, the department can issue the check from its Dynacash advance fund.

If this happens, you must use the **Post Exceptions** function to increase the contracted employee's hours so that a correct check will be issued through PMIS. When this check arrives, the contracted employee endorses it to the Commonwealth. The department deposits this endorsed check in its Dynacash account and writes another check to the contracted employee to cover what is still owed. The Dynacash account should be back to its starting balance, and the contracted employee should have received the money due to him.

Entering the Receipt Voucher Screen

Select this function by typing **05** in the **Enter Function** field, completing the remaining fields and pressing <ENTER>. In a moment, you will see the screen shown in Figure 6-6.

The Receipt Voucher Screen

```
PMIS0305     RECEIPT VOUCHER FUNCTION - CURRENT YTD        DATE 02/24/93

LAST NAME:  BROWN                  FIRST NAME:  ALICE          MI:
SOC-SEC-NO: 513 20 1171            VENDOR CODE: 513201171BROW
AGENCY:  98                        PAYORG : 1103               DEPT:   OSC
CONTRACT NO: 10003026001           CONTRACT LINE NO: 01        DIV NO:    1
CONTRACT START DATE: 01 26 93      MAXIMUM IN CONTRACT:      5,000.00
CONTRACT  END  DATE: 06 26 93      REMAINING IN CONTRACT:    5,000.00

PAY PERIOD TO BE ADJUSTED , FORMAT YYWW:
CURRENT DATA:                      REDUCTION:
-------------------------          ------------------------------------
YTD-GROSS:          0.00           AMT GROSS REDUCED BY:              0.00
YTD-FED:            0.00           AMT YTD FED REDUCED BY:            0.00
YTD-STATE:          0.00           AMT YTD STATE REDUCED BY:          0.00
YTD-DEF-COMP:       0.00           AMT DEFERRED COMP REDUCED BY:      0.00
YTD-MED-TAX:        0.00           AMT MEDICARE TAX REDUCED BY:       0.00
YTD-ALT-RET:        0.00           AMT YTD ALT RET REDUCED BY:        0.00
IF PREVIOUS CALENDAR YEAR IS NEEDED, MARK WITH 'X':

ENTER OPTION: M      (AB TO ABORT , M TO STORE , R TO REPEAT)
TO REPEAT, ENTER NEXT SSN              AND CONTRACT NO
B MY JOB                          LU #1
```

Figure 6-6

This screen displays the current year-to-date earnings and deductions and offers a column in which you can make the necessary corrections to those figures. Just as with the receipt voucher function for the employee, you are using PMIS to correct the contracted employee's W-2 data.

How To Fill In This Screen

Enter the amount that must be subtracted from the current year-to-date figures to make them correct. Use the check as your guide. If, for example, you need to deduct $45 from the year-to-date federal tax withheld, your entry in the **Amt YTD Ded Reduced By** field would be **45**. Do not enter dollar signs in any field.

Following is a list of the fields that you can modify.

PAY PERIOD TO BE ADJUSTED	Enter the pay week and year for which you are completing the receipt voucher.
AMT GROSS REDUCED BY	Enter the dollar amount by which year-to-date gross earnings are to be reduced.
AMT YTD FED REDUCED BY	Enter the dollar amount by which the year-to-date federal withholding amount is to be reduced.
AMT YTD STATE REDUCED BY	Enter the dollar amount by which the year-to-date state withholding amount is to be reduced.
AMT DEFERRED COMP REDUCED BY	Enter the dollar amount by which the year-to-date deferred compensation amount is to be reduced.
AMT MEDICARE TAX REDUCED BY	Enter the dollar amount by which the year-to-date medicare tax is to be reduced.
AMT YTD ALT RET REDUCED BY	Enter the dollar amount by which the year-to-date alternate retirement amount is to be reduced.

PREVIOUS CALENDAR YEAR	If the voucher is for a previous calendar year, enter an **X** in this field, as directed. Otherwise, leave the field blank. This is only accessible between the end of the calendar year and the time at which the W-2's are printed for that calendar year. Modifications to the W-2 information after the W-2 has been printed require an IRS W-2C form to be completed by the department.

View Listing of Employee Contracts (06)

This screen provides you with a list of contracts an contracted employee has had within the agency you specify in the current and past fiscal years. It permits you to select any particular contract to see the details, including its cost and duration and the default hours worked by the contracted employee.

Entering The Listing Function

Enter this function by typing **06** in the **Enter Function Number** field. Enter the contracted employee's social security number and press <ENTER>. You do not need to enter a contract number as well. In a moment, you will see the screen shown in Figure 6-7.

The View Listing Screen

```
PMIS0306                    LISTING OF CONTRACTS        DATE 02/24/93
LAST NAME   CARINO                  FIRST NAME    GEORGE            MI  G
SOC-SEC-NO  032-60-6555             VENDOR-CODE   032606555CARI
AGENCY       98   DEPT  OSC         ORGANIZATION  1103         DIV  4710

SELECT   CONTRACT-NO      START-DATE     END-DATE     FISCAL YEAR     STATUS
-------------------------------------------------------------------------
         10003CARINO      11/16/92       06/30/93        1993           A




ENTER OPTION: AB  (TO VIEW A SPECIFIC CONTRACT, PLACE AN 'X' IN THE
                   SELECT COLUMN AND A 'V' IN THE OPTION FIELD)
                  (AB TO ABORT, V TO VIEW, R TO REPEAT)
TO REPEAT, ENTER NEXT SSN:              AND AGENCY:

3 MY JOB                          LU 86
```

Figure 6-7

The screen shows all the contracts for that contracted employee, giving the start and end dates for each, the fiscal year for which a service contract exists, and whether the contract is active or inactive. It is possible for a current contract to be inactive. That means that while it is approved, no work is being done on it.

How To See Additional Detail

Select the contract you want by placing an **X** on the same line in the SELECT column. Type **V** in the **Enter Option** field and press <ENTER>.

If you wish to see a list of contracts for another agency, type the social security number of the contracted employee you want in the **Enter Next SSN** field and type the agency in the **And Agency** field. Enter **R** in the **Enter Option** field and press <ENTER>.

View Payroll History (07)

Use this function to view the compensation history of a selected contract. If the contract has been renewed for several years, you can use the SB and SF functions to scroll backward and forward through the contracts for that contracted employee.

Entering the View Payroll History Screen

Select this function by typing **07** in the **Enter Function** field. You must enter the social security number, but the contract number is optional. Press <ENTER>. In a moment, you will see the screen shown in Figure 6-8.

The View Payroll History Screen

```
PMIS0307                    VIEW PAYROLL HISTORY          DATE 02/24/93
                                                          PAGE  1
LAST NAME CARINO                  FIRST NAME GEORGE            MI G
SOC-SEC-NO 032-60-6555            VENDOR-CODE 032606555CARI
AGENCY  98       DEPT OSC         ORGANIZATION 1103        DIV 4710

CONTRACT NO 10003CARINO     FROM PERIOD   93-01   TO PERIOD   00-00
                            HOURLY WAGE   16.67   HOURS       37.50
                GROSS PAY.....................   625.12
                FED TAX.......................    95.92
                ADD FED.......................     0.00
                STATE TAX.....................    34.41
                ADD STATE.....................     0.00
                MED TAX.......................     9.06
                ADD MED.......................     0.00
                ALT RETIRE....................    46.88
                MAKEUP ALT RETIRE.............     0.00
                DEFERRED COMP.................     0.00
                UNION LOCAL ..................     0.00
                NET PAY.......................   438.85
ENTER OPTION: SF (AB TO ABORT, R TO REPEAT, SF TO SCROLL FORWARD,
SB TO SCROLL BACK)
TO REPEAT, ENTER NEXT SSN:          AGENCY:     AND CONTRACT-NO:
R PAY JOB                          LU 86
```

Figure 6-8

This screen gives you the following information about the contract: gross pay, hourly wage, federal tax, additional federal tax, state tax, additional state tax, medicare tax, deferred compensation and net pay.

There may be many payroll history screens for a single contract. Each time you make an entry using the Post Exceptions function, a new history record is created. If you were to enter an exception each week during the year, there would be 52 history records for that contract.

Add Contract Data For Next Fiscal Year (09)

If you have data for contracts that should be in effect for the next fiscal year, you may enter them ahead of time, using this function. The function is available during May and June only.

Except that it covers a different time period, it is identical to the **Add Contract Data For Current Fiscal Year Function**, which is the first function described in this chapter. Consult that section for directions. The only substitution you need to make is that you must enter **09** rather than **01** in the **Enter Function Number** field.

Chapter 7
The Savings Bond Subsystem

Overview

One of the benefits the Commonwealth offers its employees is the U.S. Savings Bond payroll deduction plan. This allows employees to purchase savings bonds with regular deductions from their paychecks. You will use this subsystem to:

- Add or modify savings bond description and deduction data
- Withdraw an employee from the plan (Add/Modify function)
- Add or modify savings bond owner data
- Modify the owner purchase sequence
- Modify refund data (Comptroller)
- Modify purchase data (Comptroller)
- View account data

This chapter will describe those functions in which payroll clerks can enter data, as well as two additional data entry functions that are available only to the Comptroller's office. Each data entry function, except Modify Owner-Purchase Sequence (03) has a companion view only function with the same fields. There is one additional view only function, View Account Data (15) that has no companion data entry function. We will describe this function in the final section of this chapter. Use view only functions when you need to answer questions, but do not need to adjust the information.

The functions available to the payroll clerk are:

- (01) Add/Modify Savings Bond Deduction Data
- (02) Add/Modify Savings Bond Owner Data
- (03) Modify Owner - Purchase Sequence
- (11) View Savings Bond Deduction Data
- (12) View Savings Bond Owner Data

Only the Comptroller's office can use the remaining functions.

What The Savings Bond Plan Is

This plan, which is voluntary, allows employees to have money deducted from their paychecks and put towards the purchase of U.S. Savings Bonds.

The Savings Bonds currently available through PMIS are Series EE appreciation type bonds with face values of $100, $200, $500, and $1,000. Bonds are purchased each month, on the last Friday of the month, for those employees whose accounts have sufficient funds to purchase one. On the Monday before the last Thursday in the month, PMIS produces a report of eligible employees. If you feel that you are eligible to purchase a bond in a given month and you do not receive one, it may be because your final savings bond deduction for that month was taken after that report was produced.

Each employee can designate up to nine individuals as **bond owners** for the bonds to be purchased. He must designate at least one. It is not necessary that he include himself as one of the owners, even though it is his earnings that pay for the bonds.

The bonds that are purchased will be distributed to the owners in the sequence specified by the employee. If in January, for example, an employee's account has enough money in it to purchase three bonds and there are four owners, the first three will each receive a bond. The next month, if another bond can be purchased, it will go to owner four.

The employee can also specify one co-owner or beneficiary for each owner. Beneficiaries and co-owners do not receive the bonds directly.

The employee can change owners, co-owners and beneficiaries at will. The changes do not affect bonds already purchased, but do apply to bonds purchased in the future.

Employees may end their participation in the program at any time. When they do, any funds remaining in their account are refunded. If they decide to re-enter the program, they may do so, but not until they have received the refund.

You will use this subsystem to keep the information about the bonds updated. That includes the amounts to be deducted, the names and addresses of owners, co-owners and beneficiaries, the preferred sequencing of owners and information about bond purchases. You must also identify employees who leave the program, so that their refunds can be processed.

How To Organize Your Tasks

It makes the most sense to organize your work by employee rather than by task. It is easy to move from one employee to the next, even if the employees belong to different agencies.

Getting Started In The Savings Bond Subsystem

Enter PMIS as described in Chapter 2, *Getting Started*, in the section beginning with "**How To Enter PMIS.**" Select function **12, Savings Bond Subsystem**. In a few moments, you will see the screen shown in Figure 7-1.

The Savings Bond Subsystem Menu

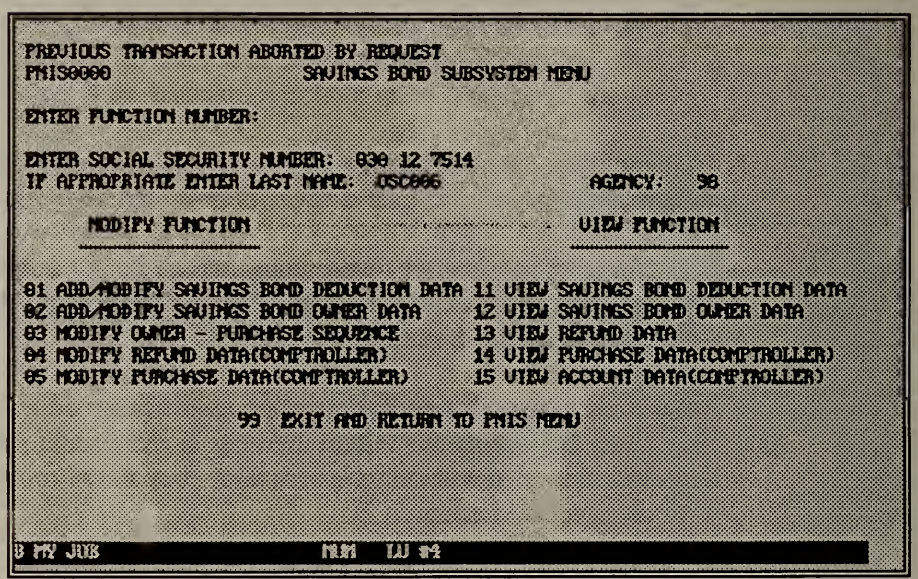


Figure 7-1

How To Select A Function

To select a function, enter the following:

- The function number
- The social security number - (Must be blank for the Modify Purchase Data, View Purchase Data or View Account Data)
- The last name of the employee - (Must be blank for the Modify Purchase Data, View Purchase Data or View Account Data)

This subsystem is unusual in that it leaves in place on the subsystem menu the social security number and name of the employee you were working with. To choose another function for that employee, you need to enter the function number only.

Note: The Modify Purchase, View Purchase Data and View Account Data functions are Comptroller level. Their data covers all employees, not just specific employees. That is why social security numbers and names are not appropriate.

How To Navigate In Any Function

You have very few navigation options available to you. Besides **AB** and **M**, which you can always use, you have only the choices described below as entries in the **Enter Option** field. These are not available on every screen.

SB	**Scroll Back.** This saves your entries and scrolls you back to the preceding screen.
SF	**Scroll Forward.** This saves your entries and scrolls you forward to the next screen.

Blank — If you have entered an **A** or a **U** in the **Select** field (to add or update owner information), you can leave the **Enter Option** field blank. Press <ENTER> to move to the **Add/Modify Saving Bond Owner** screen. This lets you enroll an employee, giving all the necessary information, without having to return to the subsystem menu.

The recursive option is available on all screens used by the payroll clerk. To use it, enter the social security number and last name of the employee you want to go to. These are the bond purchase screens (Modify and View Purchase Data functions) and the View Account Data function.

Add/Modify Savings Bond Deduction Data

Use this function to enroll an employee in the savings bond program, to modify their deduction data, to add or delete owners, co-owners or beneficiaries, or to withdraw them from the program. You will do this as requested, using the Savings Bond Payroll Enrollment Form as your source of information. (A sample of this appears in the ***Forms Appendix***. There is room on the form for only 3 owners. If the employee wishes to specify more, he or she must submit multiple copies of the form.)

Entering The Add/Modify Function

Once you have organized the forms from which you will make your entries, select **Add/Modify Savings Bond Deduction Data** by typing **01** as the function number and by entering the employee's social security number and last name. In a few moments, you will see the screen shown in Figure 7-2.

The Add/Modify Deduction Screen

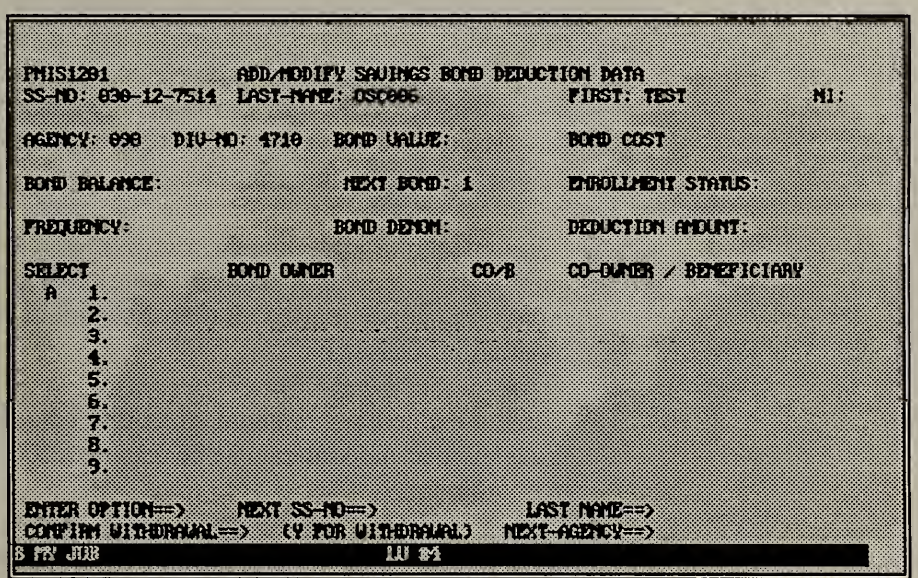


Figure 7-2

The screen that appears gives a picture of the employee's enrollment status. If you are enrolling them now, the screen contains only their identifying data. If you are modifying data, their current deduction schedule, bond choice, balance and other data will already be present.

How To Fill Out This Screen - General Rules

Regardless of whether you are adding or modifying data, keep the following in mind:

- An employee may specify from one to nine bond owners. These may be anyone she chooses. She does not need to include herself among them.

- For each owner, there can be one co-owner/beneficiary. A co-owner shares ownership from the start. A beneficiary becomes the owner only on the present owner's death. The owner can have either a co-owner or a beneficiary. She cannot have both. However, she may change the status of a co-owner to that of beneficiary and vice-versa, or she may change the designated beneficiary or co-owner at will. Changes are not retroactive. They affect future bond purchases only.

- For a change to affect the current month's bond purchase, the employee must request it prior to the third Saturday of the month. Changes requested after that time will affect subsequent months' purchases only.

- While a deduction can be taken as infrequently as once a month, the deduction amount cannot be less than $5.00. There is no maximum amount.

- The order in which the owners are entered determines the sequence in which they will receive bonds. If there are multiple owners, be sure they are entered in the sequence requested.

The Add/Modify Fields

Following is a list of the fields you will use to add or modify an employee's Savings Bond deduction data. Required fields are indicated. A required field must have a value in it regardless of whether you are adding or modifying data. However, if a value is present, you need to change it only if that value is incorrect.

ENROLLMENT STATUS — Enter a **P** to identify the employee as a participant in the savings bond program. **(Required)**

FREQUENCY — Enter the desired frequency of the savings bond deduction. **(Required)**

10	1st week only
12	1st and 2nd weeks
13	1st and 3rd weeks
14	1st and 4th week
20	2nd week only
23	2nd and 3rd week only
24	2nd and 4th week
30	3rd week only
34	3rd and 4th week
40	4th week
50	1st four weeks
60	All weeks

BOND DENOM — **Bond Denomination**. Enter the corresponding letter for the desired bond denomination. **(Required)**

CODE	COST	VALUE
C	$ 50	$ 100
D	$ 100	$ 200
E	$ 250	$ 500
F	$ 500	$ 1000

DEDUCTION AMOUNT	Enter the desired payroll deduction amount. This amount cannot be less than $5.00. **(Required)**
SELECT	Enter **A** or **U**, following the guidelines below. **(Required only if you are adding an employee and there are no owners listed.)**

- If you are enrolling an employee in the program, enter **A** to the left of the first owner field.
- If you are adding an owner the list of existing owners, enter **A** to the left of the first blank owners field.
- If you want to update information about an existing owner, enter **U** next to the name of the first owner you want to change.
- If you want to delete an existing owner, enter **D** next to the owner you want to delete.

Regardless of your choice, leave the Enter Option field blank. If you have entered **A** or **U**, pressing <ENTER> will bring you to the corresponding name entry fields on the **Add/Modify Savings Bond Owner Data** screen. If you enter **D**, the screen will redisplay, but the owner's name will be deleted.

Note: You cannot delete all the owners. As long as the employee is a participant in the program, there must be an individual in whose name the bonds are purchased.

When you return to this screen, the next bond and bond balance fields will be filled in. The number in the **Next Bond** field indicates the number of the owner who is to receive the next bond purchased. The **Bond Balance** is the amount the employee has in his account towards the purchase of the bond. Bond cost and value depend on the type of bond selected.

How To Withdraw An Employee From The Savings Bond Program

An employee can withdraw from the Savings Bond program voluntarily. She must be withdrawn if she is terminated or if she takes a leave from her owned position to work in another state agency.

IF AN EMPLOYEE IS TERMINATED, YOU MUST ENTER THE SAVINGS BOND SUBSYSTEM AND WITHDRAW HER JUST AS IF SHE HAD WITHDRAWN VOLUNTARILY. WITHDRAWAL DOES NOT HAPPEN AUTOMATICALLY WHEN YOU TERMINATE THE Employee.

To withdraw an employee, make the following field entries.

1. Enter **W** in the Enrollment Status field.

2. Enter **M** in the Enter Option field.

3. Enter **Y** in the Confirm Withdrawal field.

4. Press <ENTER>.

If her bond balance is zero, nothing further needs to be done. If she has a balance, her **Enrollment Status** will change to **R** (REFUND) once you save the record. It will continue to have that value until the refund is paid. The refund check will be forwarded to the employee's agency by the Comptroller's office.

An employee who is to receive a refund may have questions about the timing of the refund check. So that you can answer these questions, you should be aware of what happens at the Comptroller's office after you withdraw an employee from the program. Every Tuesday, the Comptroller's office receives a listing of the employees who have been withdrawn. On the first Monday of each month, the Comptroller's office issues refund checks to all employees on the list and records this information on PMIS. An employee who withdraws from the program at the start of the month cannot expect to receive the refund check until the checks are issued in the next month.

Add/Modify Bond Owner Data (02)

Use this to change name, address or social security number for a bond owner or name and social security number data for a co-owner or beneficiary. Remember that this screen spans three pages. You can use the navigation options to scroll forward and backward through the owners. The owners are listed in the sequence in which bonds are sent to them.

Entering the Modify Owner Function

You can enter this function in two ways. Either enter **02** as the function number on the Savings Bond subsystem menu or move to it from the **Add/Modify Deduction Data** screen by making the appropriate entry in the **Select** field and pressing **<ENTER>**. Regardless of the method, you will see a screen similar to the one shown in Figure 7-3.

The Add/Modify Bond Owner Screen

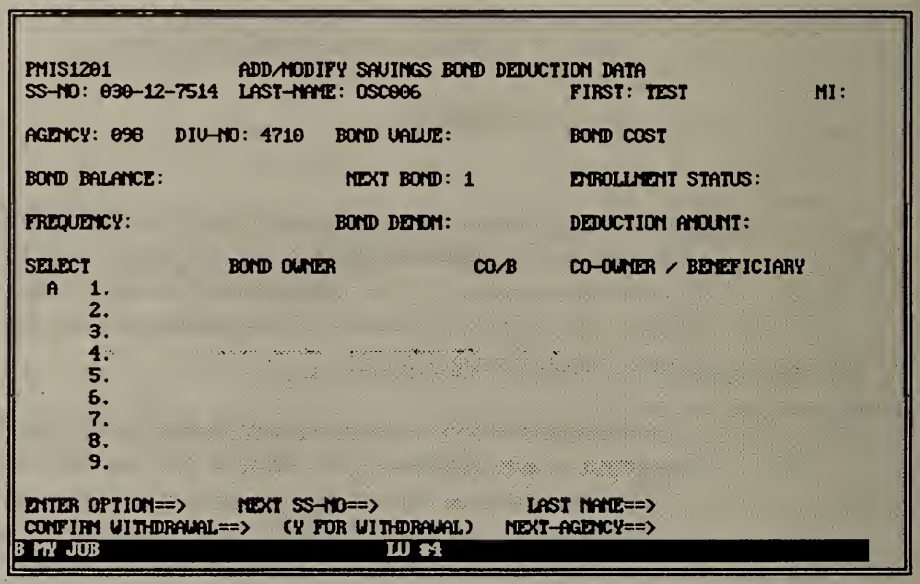


Figure 7-3

Unless you have just enrolled the employee in the program, the screen that comes up has the owners' names, addresses and social security numbers. Opposite each owner is the name and social security number of his beneficiary or co-owners. If you enter this function from the menu, names one through three will be on the screen. If you have entered from the **Add/Modify Deduction Data** screen, you may see names four through six or seven through nine, depending on your entry in the **Select** field on that screen. Of course, the screen will have no entries if you are just enrolling the employee in the program.

How To Fill Out This Screen

There are a few rules to keep in mind when you complete the screen. These are:

- There must be at least one owner listed.
- For each owner listed, you must enter a last name, first name, social security number and complete address. The owner's name and social security number are required to complete the bond purchase. The address is needed so that the bond can be sent correctly.
- A beneficiary or co-owner is not required for any of the owners listed. However, if you do list a beneficiary or co-owner, you must enter a first and last name, and a social security number.

The Bond Owner Fields

You will use the following fields in completing this screen These fields repeat for each owner.

LN	Enter the last name of bond owner or co-owner/beneficiary.
FN	Enter the first name of bond owner or co-owner/beneficiary.
MI	Enter the middle initial of the bond owner or co-owner/beneficiary. **(Optional)**
SSN	Enter the Social Security Number of the bond owner or co-owner/beneficiary.
STR	Enter the street address of the bond owner, including apartment number, if applicable.
CITY	Enter the city the bond owner lives in.
ST	Enter the two-letter abbreviation for the state the bond owner lives in. The correct abbreviation for Massachusetts is **MA**.
ZIP	Enter the bond owner's zip code.
CO/B	Enter **C** if you are entering a co-owner name. Enter **B** if you are entering a beneficiary. **(Required each time you enter a co-owner or beneficiary for an owner.)**

Modify Owner - Purchase Sequence (03)

When you enroll an employee in the Saving Bond program, you enter the owners he or she designates in the order in which bonds are to be purchased for and sent to them. The employee may request that this order be changed. Use this function to comply with that request. You may change the next person to whom a bond will be sent. This is a one-time only change, affecting only the next single purchase. You may also change the sequence of the bond purchases. This is a permanent change, providing the new sequence that will be followed from this point on.

Entering The Modify Sequence Function

This function is accessible only through the Savings Bond Subsystem menu. Type **03** in the **Enter Function Number** field. Enter the employee's social security number and last name, if these are not already present and press **<ENTER>**. In a few moments, you will see the screen shown in Figure 7-4.

The Modify Bond Owner Sequence Screen

```
PMIS1203          MODIFY OWNER/PURCHASE SEQUENCE
SS-NO: 020-40-8917  LAST-NAME: OSC015          FIRST: TEST          MI: M

AGENCY: 098   DIV-NO: 4711   BOND VALUE: 100.00    BOND COST    50.00

BOND BALANCE:   75.00        NEXT BOND: 1          ENROLLMENT STATUS: P

FREQUENCY: 60                BOND DENOM: C         DEDUCTION AMOUNT:  25.00
SEQUENCE
NEW CUR          BOND OWNER                CO/B    CO-OWNER / BENEFICIARY
    1   FIN 132 , OERT M                     C  FIN 132 , THOMAS A




ENTER OPTION==>     NEXT SS-NO==>              LAST NAME==>
                                               NEXT AGENCY==>
3 MY JOB                    NUM   LU #14
```

Figure 7-4

This screen displays identifying information about the employee. It also shows the current sequence of owners and the number of the owner to whom the next bond will be sent.

How To Fill In This Screen

You can fill in only two fields on this screen. You may use either or both, depending on the type of change you wish to make. Both fields are described below.

NEXT BOND

This field displays the number of the person who should receive the next bond purchased. If you wish a different owner to be next in line, enter that person's number here. This is a one-time change.

The next bond will go to the owner you specify. Subsequent purchases will go to the next person after that in the sequence. If there are eight owners, and you enter 5 in the Next Bond field, the next bond will go to owner 5. The subsequent bond will go to owner 6 and so forth. If the number you changed from was 3, then owner number 4 will not get a bond in this purchase cycle .

NEW

Enter the new number sequence here. If there are three owners, and you want to change their sequence from the current 1,2,3 to 3,1,2, type 3,1,2, one number beneath the next in the New column. You do not need to press TAB to move from entry to entry. The system moves you down the list automatically. This creates a permanent change in the sequence in which bonds are purchased.

You can combine entries in the two fields. You may change the sequence with entries in the New field and also make an entry in the Next Bond field to determine which owner should receive the next bond.

Following is an example of how this system works.

Old Sequence	New Sequence	Next Bond 1
1 Mary Smith	1 John Jones	
2 John Jones	2 Sally Doe	
3 Sally Doe	3 Bill Roe	
4 Bill Roe	4 Mary Smith	

Under the old sequence, Mary Smith would get the next bond purchased, because the next bond is to go to owner number 1. You have re-ordered the owners, however, so that they are in the new sequence shown. Now the next bond goes, not to Mary Smith, but to John Jones. Mary Jones must wait until bond number 4 is purchased, because she is now number 4 on the list.

Modify Refund Data (Comptroller) (04)

Only the Comptroller's office can use this function. On the first Monday of the month, the Comptroller's office will write refund checks to those employees who have been withdrawn from the Savings Bond program. The office will use this function to note the check numbers and issue dates of those checks.

Entering the Refund Data Screen

This function is accessible only through the Savings Bond Subsystem menu. Type **04** in the **Enter Function Number** field. Enter the person's social security number and last name, if these are not already present and press <ENTER>. In a moment, you will see the screen shown in Figure 7-5.

The Modify Refund Data Screen

```
PMIS1204                MODIFY SAVINGS BOND REFUND DATA

SS-NO: 016-36-1997  LAST-NAME: REDD              FIRST: EDWARD          MI: R

AGENCY: 114         DIV-NO: 3040

ACT CHECK     ISSUE   PROCESS   REFUND   RECON    RECON
CDE NUMBER    DATE      DATE    AMOUNT  CHECK NO  AMOUNT      REMARKS

 R    6634   2  1 93  01/20/93   150.00

ENTER OPTION==> SF                    NEXT-SS-NO==>
LAST-NAME==>                          NEXT-AGENCY==>
SF (SCROLL FORWARD)    SB (SCROLL BACK)
B MY JOB                              LU 06
```

Figure 7-5

This screen displays the amount of the refund checks owed and the date on which the employee was withdrawn from the program.

How To Fill Out This Screen

There are only three fields that you can use on this screen.

CHECK NUMBER	Enter the number of the refund check sent to the employee.
ISSUE DATE	Enter the date on which the refund check was issued.
REMARKS	Enter a remark here explaining the check, if it seems necessary or useful. You will probably not use this field often.

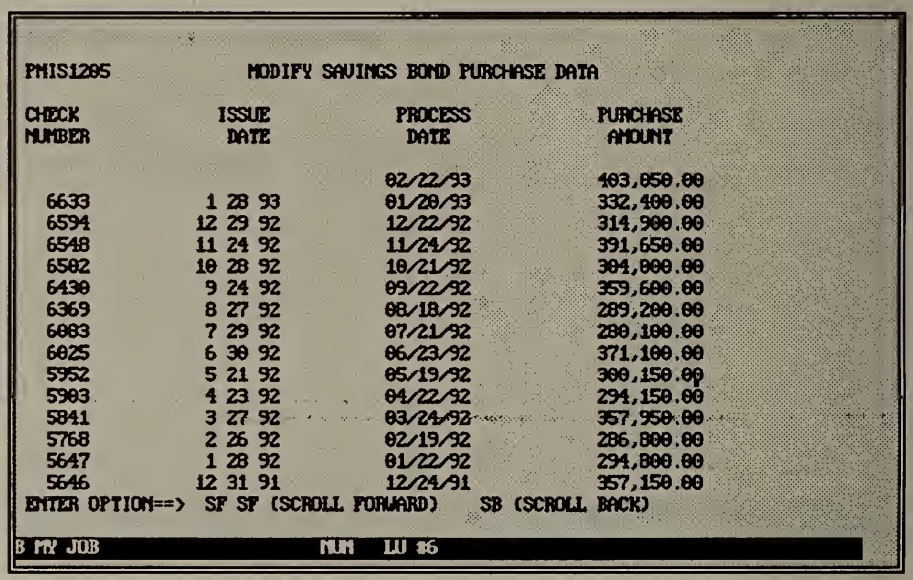
Modify Savings Bond Purchase Data (05)

Use this function to add or change a check number or check issue date for the Comptroller's purchase of savings bonds. The check issued is for all savings bonds purchased by the Comptroller on a particular date. It is not a check for the purchase of a single employee's bonds.

Entering The Modify Purchase Screen

This screen is enterable only through the Savings Bond subsystem menu. Type **05** in the **Enter Function Number** field and press <ENTER>. Once you have done this, you will see the screen shown in Figure 7-6.

The Purchase Data Screen



```
PMIS1205          MODIFY SAVINGS BOND PURCHASE DATA

CHECK          ISSUE          PROCESS          PURCHASE
NUMBER          DATE           DATE            AMOUNT

                                02/22/93        403,850.00
  6633          1 28 93         01/20/93        332,400.00
  6594         12 29 92         12/22/92        314,900.00
  6548         11 24 92         11/24/92        391,650.00
  6502         10 28 92         10/21/92        304,000.00
  6430          9 24 92         09/22/92        359,600.00
  6369          8 27 92         08/18/92        289,200.00
  6083          7 29 92         07/21/92        280,100.00
  6025          6 30 92         06/23/92        371,100.00
  5952          5 21 92         05/19/92        300,150.00
  5903          4 23 92         04/22/92        294,150.00
  5841          3 27 92         03/24/92        357,950.00
  5768          2 26 92         02/19/92        286,800.00
  5647          1 28 92         01/22/92        294,800.00
  5646         12 31 91         12/24/91        357,150.00
ENTER OPTION==>  SF SF (SCROLL FORWARD)    SB (SCROLL BACK)

B MY JOB                    NUM   LU 86
```

Figure 7-6

This screen displays the check number, check issue date, process date and purchase amount for each savings bond purchase.

How To Fill Out This Screen

There are only two fields that you can fill in on this screen. You can enter or correct a check number or a check issue date entered in error. The other fields are calculated by PMIS. The process date is the date on which bonds were purchased and the purchase amount is the total amount available in employee accounts for bond purchase. The two fields you can use are:

CHECK NUMBER	Enter the number of the check the Comptroller issued for the month's bond purchase.
ISSUE DATE	Enter the date on which the Comptroller issued the check shown.

View Account Data (15)

Use this function to see a summary of the Comptroller's Savings Bond transactions. You can enter this function only through the subsystem menu. Type **15** in the Enter Function Number field and press <ENTER>. Be sure there are no entries in the social security number or last name fields. In a moment, you will see the screen shown in Figure 7-7.

View Savings Bond Account Screen

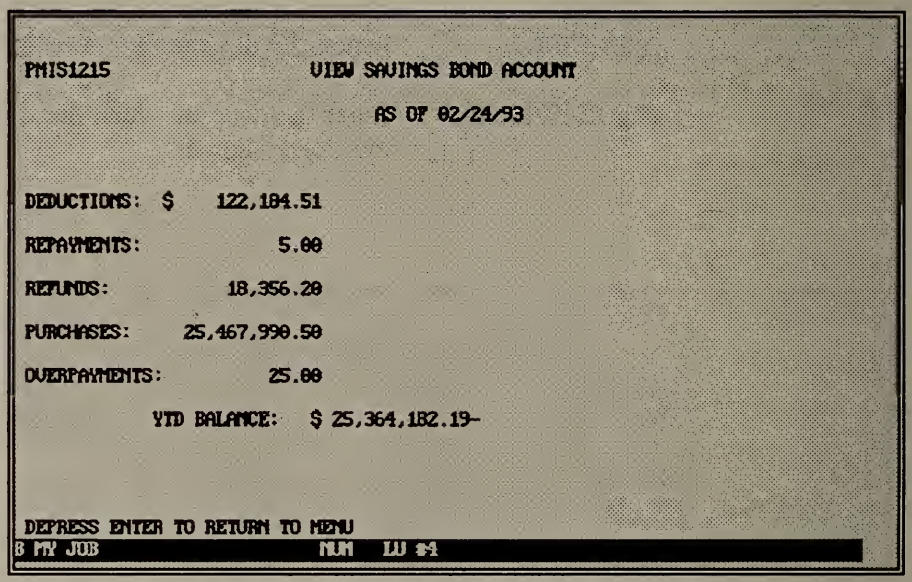


Figure 7-7

This screen shows the total amount deducted from the employees' compensation from the start of the calendar year to today's date. It shows repayments, refunds given, the amount spent in purchasing bonds and the amount of overpayments made. The Year-to-Date total shows deductions, refunds and repayments minus purchases and overpayments.

It differs from other screens in that you do not have any navigation options. To leave the screen and return to the menu, press <ENTER> as instructed on the screen.

Note: This function has no data entry companion. All its information is calculated by PMIS.

Contact Appendix
Who To Contact If You Have A Problem

Questions About:	Number To Call
Employee Deferred Compensation Program	Call Copeland at: (617) 367-3900 x380
Employee Dependent Care Program	Call Flynn and Rice at: (617) 242-1200 or Call OER at: (617) 277-5403
Employee Health Insurance	Call GIC at: (617) 727-3210
Employee Retirement Program	Call State Board of Retirement at: (617) 367-3900 x300
MMARS Helpline	Call CTR at: (617) 727-5995
PMIS System software or hardware	Call DAB at: (617) 727-5000 x285
Payroll Policy	Call CTR at: (617) 727-5000 x331

Quick Key Reference

Action	Key To Press
To move from field to field	**<TAB>**
To move backwards through the fields	**<SHIFT-TAB>**
To move within a field	Left and Right Arrow keys
To move to the next line	**<F9>** or **<ALT-9>** on a PC **<RETURN>** on a terminal
To move to the first enterable field	**<HOME>**
To move to the last enterable field	**<HOME>** then **<SHIFT-TAB>**
To delete the character the cursor is on	**<DELETE>**
To erase a field	**<F6>** or **<ALT-6>** on a PC **<ERASE EOF>** on a terminal
To insert letters	**<INS>**.
To unfreeze the keyboard	**<F10>** or **<ALT-0>**
To use <PF> Keys	**<F1>** or **<ALT-1>** = **<PF1>** and so forth
To leave a screen without saving	**AB** in Option field. Press **<ENTER>**
To save and update entries	**M** in Option field. Press **<ENTER>**

Helpline Appendix
Commonly Asked Helpline Questions

General Questions

Question: **Where can I find lists of valid codes?**
Answer: Most of the codes you will need are in the ***Codes Appendix*** in this Manual. Check the first page of this appendix for a list of its contents.

Question: **Why didn't this employee get a check? What happens next?**
Answer: To find the answer, use **View Attendance Exceptions** on the Payroll subsystem to see if the person had unpaid leave times entered.

If, in fact, the person should have received a check, follow the steps below:

1. The department should issue the employee an advance check for an amount equal to the net wages due on PMIS or CAPS. This check should be written on the department's emergency payroll advance fund.

2. The payroll system will also provide a paycheck for this employee the next time the payroll is run. Because the employee has already received the money to which he is entitled through the advance, he must endorse this check over to the Commonwealth of Massachusetts.

3. The department will deposit the endorsed payroll check into its advance account. This will bring the balance of the account back to the starting balance.

Question: **When will the departments receive W-2's? Will they come with payroll checks? What if they are wrong?**

Answer: W-2's are sent separately from payroll checks and must arrive prior to January 31. If a W-2 is wrong, the department should follow these procedures:

- Payroll personnel should complete a W-2C.
- Copy C of the W-2C should be given to the employee.
- Copy A and I of the W-2C should be forwarded to:
  Office of the Comptroller
  Pre-Audit/Payment and Operation Bureau
  One Ashburton Place
  Boston, MA 02108
  (617) 727-5000 x266
- The Comptroller's office will file the corrected W-2C forms with both the IRS and the State Department of Revenue.
- Copy D of the W-2C should be retained by the department for future references and audit trail.

Question: **Who has to pay the Medicare tax? What is the percentage?**

Answer: You must pay the tax if you were hired after March 31, 1986, or if you were hired before March 31, 1986, but have had a break in service. You do not have to pay if you were hired before March 31, 1986 and have worked continuously. The current tax rate is 1.45%.

Question: **Why does the state tax deduction increase when you reach the $2000.00 allowed for the State retirement deduction?**

Answer: The state permits you to deduct up to $2,000 from your total wages. This step is discontinued when your total contributions exceed $2,000.00. Refer to Circular M, ***Massachusetts Income Tax Withholding Tables***.

Question: **Why don't PMIS pay weeks equal calendar weeks?**
Answer: PMIS pay weeks extend from Sunday to Saturday. Pay week 1 is the pay week that ends on the first Saturday in January, even if that date is January 1. PMIS ignores the fact that this first pay week may include days in December. In the same way, the last pay week of the year is the pay week that ends with the last Saturday of the year, even if several days of the next week have December dates.

Subsystem Questions

Employee Subsystem:

Question: **I have a new employee, or an old one who is transferring or coming back on payroll after a break in service. What do I need to do to get this person on the payroll?**
Answer: Use the **Appoint** function in the Employee Subsystem to appoint the person to her position. You must do this for new and returning employees. For information about this function, check the Appoint section in the Employee Subsection chapter of this Manual. You may also need Form 1-R.

Question: **How do I add or modify account or division information?**
Answer: Complete Forms 1 and 2 and submit them to the Office of the Comptroller. That office will make the necessary changes and modifications.

Question: **What are valid OBRA codes? When do you use code 20, 21 and 30?**
Answer: The codes in the ALT RETIRE CODE field indicate whether or not the person is paying into this retirement option.

If the person is paying into this option, enter one of the following:

20 The Employee works 20 hours or less per week or
the employee is a teacher working less than half-time

The employee works full time, but seasonally. His work occupies him for no more than one month per year.

The employee is working under a contract that is less than two years in duration (Temporary status).

21 Other employees

If the employee does not pay into this plan, enter one of the following codes:

30 Employee is a member of the State Retirement System
31 The person was hired for a program to relieve unemployment
32 The person has a state of emergency appointment
33 The person is an election official paid less than $100
34 The person is employed by the school he or she is enrolled in
35 The person is an inmate or patient working for the institution he or she resided in
40 The person's appointment is inactive

Payroll Subsystem:

Question: **How do I input and receive a preliminary report for A/P?**
Answer: Consult Chapter 4, ***The Payroll Subsystem***. Read the section on **Special Payrolls**, which includes information about the Accounts Payable payroll.

Question: **What is the process for payroll receipt vouchers?**
Answer: The steps are given in this manual in Chapter 4, ***The Payroll Subsystem***. The discussion of receipt vouchers begins in the section, "**Enter Receipt Voucher Adjustment (04).**" The steps include information on the forms you need.

Question: **How do you determine payroll and attendance exceptions?**
Answer: The payroll and attendance exceptions are noted on the Time Logs. A list of codes and their descriptions is given in this manual at the end of Chapter 4, ***The Payroll Subsystem***.

Question: **Why did this person get a check when they are off the payroll?**
Answer: An NOP attendance exception was not entered for the person.

Question: **How do I record a leave of absence?**
Answer: If the leave is less than or equal to 30 days, enter an attendance exception with the correct code. See the list of Attendance Exception codes to determine which one to use. If the leave of absence is for more than 30 days, use the Leave of Absence function in the Employee subsystem.

Question: **What is a PR transaction? How is a PR created in MMARS? How do I correct a PR?**

Answer: A PR is a **Payroll Reject** transaction. It can be created in one of two ways.

1. The payroll amount in MMARS does not match the payroll amount in PMIS.

2. The expense budget user department has not set up the proper expect budget accounting information.

Regardless of the reason, the PR should be corrected immediately after the PMIS payroll processes. Payroll Personnel should correct the first line of the PR by inserting the proper account, SUB, and other accounting information if necessary.

AT NO TIME SHOULD LINE 2 OF THE PR (9999-9999-99) BE CORRECTED. MMARS has been programmed to correct this line automatically.

Fiscal Subsystem:

Question: **How do I know if an account has been registered? What must I do to register it?**

Answer: To see your account, use the Fiscal subsystem. Look at function 08, View An Account. If the account is registered and valid, its active dates will be displayed. If it is not registered, PMIS will give you an error message. In that case, you must complete Forms 1, 2, and 3 and submit them to the Comptroller's Payroll Unit to register the account in PMIS. Samples of these forms and instructions for completing them are at the back of this Manual in the Forms Appendix. For further information, consult Chapter 5 of this Manual, ***The Fiscal Subsystem***.

Contractor Subsystem:

Question: **I have a new contract employee to add to PMIS. Does this person need to have OBRA deducted? Do I need to complete form SS8?**

Answer: All contract employees must have an ALT RETIRE CODE entered and an ALT RETIRE amount. Enter **20** as the code if the person works part-time or seasonally, or if the person's contract is less than two years in duration. Otherwise, enter **21**. The amount is limited to $7500 annually.

You must complete form SS8 for each new contract position type in your department. This form tests whether the person in that position is an independent contractor or a contract employee. If you are hiring more than one person for that position type, you do not need to complete a separate form SS8 for each individual. Fill out the form once, but list the names of all the individuals employed in that position type.

Question: **I posted an exception for a contractor and she did not get paid. Why?**

Answer: When you post an exception for a contractor, you must make an entry in BOTH the rate and the hours fields. If there is no change in hourly rate, for example, you must re-enter the default rate.

Savings Bond Subsystem:

Question: **Why didn't I receive my bonds for this month?**
Answer: You will not receive your bonds until two or three weeks after the end of the month. Your February bond, for example, will not arrive before the second or third week of March. The Federal Reserve Bank, which issues the bond, needs that length of time for its processing. If you do not receive your bonds by the end of the third week, contact the Payroll Unit at (617)727-5000 x331.

Question: **How do I add, modify or delete savings bonds?**
Answer: Procedures for all these tasks are in this Manual in Chapter 7, ***The Savings Bond Subsystem***. Consult the **Table of Contents By Task** to find the page numbers you need.

Codes Appendix
Lists Of Valid Field Entries For PMIS

In most PMIS fields that require a code entry, we have included the required codes as part of the field definition. However, for some codes, the list of possible values is too long to make that feasible. Those codes are organized in lists in this appendix. The lists appear in the order in which they are named below.

Courts and other agencies that can attach wages

MBTA Pass Codes

Licenses

Attendance Exception Codes

Payroll Exception Codes

Bank and Credit Union Codes

List of Courts

A	Suffolk County Probate Court, Suffolk County Courthouse Boston, Massachusetts 02108.
B	Worcester Probate Court, Worcester County Courthouse Worcester, Massachusetts 01608.
C	Middlesex County Probate Court, Cambridge Street E. Cambridge, Massachusetts 02141.
D	Nantucket County Probate Court, P.O. Box 116 Nantucket,Massachusetts 02554.
E	Norfolk County Probate Court, 649 High Street Dedham, Massachusetts 02026.
F	Plymouth Probate Court, P.O. Box 3640 Plymouth, Massachusetts 02361
G	Essex County Probate Court, 32 Federal Street Salem, Massachusetts 01970
H	Franklin County Probate Court, 425 Main Street Greenfield, Massachusetts 01301.
I	Hamden County Probate Court, 50 State Street Springfield, Massachusetts 01103.
J	Hampshire County Probate Court, 33 King Street Northampton, Massachusetts 01060.
K	Barnstable County Probate Court, Main Street Barnstable, Massachusetts 02630.
L	Berkshire Probate Court, 44 Bank Row Pittsfield, Massachusetts 01201.
M	Bristol County Probate Court, 11 Court Street Taunton, Massachusetts 02780

N	Dukes County Probate Court, P.O. Box 5031 Edgartown, Massachusetts 02539.
R	Local 509, SEIU 14 Beacon St. Boston, Massachusetts 02108
S	AFSCME Council 93 8 Beacon St. Boston, Massachusetts 02108.
T	Local 285 SEIU, 145 Tremont St. Boston, Massachusetts 02119.
U	Local 254, SEIU, 294 Washington St. Boston, Massachusetts 02108
1	Probate Court
2	Internal Revenue Service
3	Welfare Voluntary Wage Deduction
4	Massachusetts Department of Revenue
5	Bankruptcy
6	Salary Advance Code
9	Other

MBTA Passes

Listed below are the Pass types that may be purchased through PMIS.

Code	Description
10	Local Bus "A"
15	Local bus DPW Only Subsidized
20	Subway "B"
25	Subway-DPW Only Subsidized
30	Combo "C"
35	Combo-DPW Only Subsidized
40	Combo Plus "D"
45	Combo Plus-DPW Only, Subsidized
50	Zone #1
55	Zone 1 -DPW Only, Subsidize
60	Zone #2
65	Zone 2- DPW Only Subsidize
66	Rapid Transit/Streetcar/Bus/Rail Zone 4- DPW Only Subsidized
67	Rapid Transit/Streetcar/Bus/Rail Zone 4- DPW Only Non-Subsidized
69	Rapid Transit/Streetcar/Bus/Rail Zone 5 - DPW Subsidized only
70	Rapid Transit/Streetcar/Bus/Rail Zone 5- DPW Only Subsidized
71	Rapid Transit/Streetcar/Bus/Rail Zone 6- DPW Only Subsidized
72	Rapid Transit/Streetcar/Bus/Rail Zone 7- DPW Only Subsidized
73	Rapid Transit/Streetcar/Bus/Rail Zone 7- DPW Only Non-Subsidized
74	Rapid Transit/Streetcar/Bus/Rail Zone 8- DPW Only Subsidized
75	Rapid Transit/Streetcar/Bus/Rail Zone 8- DPW Only Non-Subsidized
76	Rapid Transit/Streetcar/Bus/Rail Zone 9- DPW Only Subsidized

77	Rapid Transit/Streetcar/Bus/Rail Zone 9- DPW Only Non-Subsidized
78	Rapid Transit/Streetcar/Bus/Rail Zone 11- DPW Only Subsidized
79	Rapid Transit/Streetcar/Bus/Rail Zone 11- DPW Only Non-Subsidized
80	Zone 1- Commuter Rail Zone 1- DPW Only
81	Zone 1- Commuter Rail Zone 1
82	Zone 2- Commuter Rail Zone 2- DPW
83	Zone 2- Commuter Rail Zone 2
84	Zone 3- Commuter Rail Zone 3-DPW
85	Zone 3- Commuter Rail Zone 3

List Of Licenses

01	R.N.
02	L.P.N.
03	Nurse Practitioner
04	Physician Assistant
05	Pharmacist
06	Physical Therapist
07	Occupational Therapist
08	X-Ray Technician
09	Laboratory Technician
10	Social Worker
11	1st Class Power Plant Engineer
12	2nd Class Power Plant Engineer
13	3rd Class Power Plant Engineer
14	Waste Water Treatment Engineer
15	Fireman
16	Medical Records Librarian
17	(Licensed) Psychologist
18	(Board Certified in) Psychiatry
19	Dentist

20	Certified Occupational Therapy Assistant
21	Registered Art Therapist
22	Registered Music Therapist
23	Certified Recreational Therapist
24	Certified Rehabilitation Counselor
25	Certified Special Education Teacher
26	Physical Therapist Assistant

Attendance Exception Codes

CODE	DESCRIPTION	OBJ.CODE (R=Regular Object Code)
ATD	Annual Tour of Duty - PD	R
APP	Appeals Hearings - PD	R
AVF	Attend Veteran's Funeral - PD	R
BLD	Red Cross Blood Donation - PD	R
BMR	Board Member - UNPD	
BRL	Bereavement Leave - PD	R
BVD	Bonus Vacation Day - UNPD	
CBP	Call Back Pay - Premium	A08
CBS	Call Back pay - Straight	A08
CIH	Comp In-Lieu of Holiday - Reduce Comp	R
CMT	Comp In-Lieu of Overtime - Reduce Comp	R
COM	Comp Time Accrual - Increase Comp	
COP	Court Time Paid - Premium	A08
EDP	Education Leave - PD	R

EDN	Education Leave - UNPD	
FNP	No Work, No Pay - UNPD	
FBV	Work, Receive Bonus Vacation Days	
FDL	Work, Receive Deferred Lump Sum Payment	
FDN	Nage Work, Receive Deferred Lump Sum Payment	
FDM	Moses Work, Receive Deferred Lump Sum Payment	
FSL	Special Leave of Absence	
HLN	Holiday Normal	R
HOL	Holiday Pay (PD on Holiday)	A10
HLC	Holiday In-Lieu of Comp - Decreases Comp	A10
IAC	Industrial Accident Approved -UNPD	
IAH	Industrial Accident Hearing -PD	R
IAP	Industrial Accident Pending -UNPD	R
ICC	Intermittent Claims Clerk	R
IPP	Injured by Patient or Prisoner -PD	R

ILD	Injured in the Line of Duty -PD	R
INP	Leave Without Pay/Illness -UNPD	
JDU	Jury Duty Leave - UNPD	
JDP	Jury Duty Leave - PD	R
LFO	Leave From Owned - UNPD	
LNP	Leave Without Pay/Other - UNPD	
LWP	Leave With Pay/Other - PD	R
MIL	Military Leave - UNPD	
MUM	Maternity Leave - UNPD	
NAD	Negative Adjustment	
NOP	Not on Payroll	
OPR	Overtime Premium Worked	
OTA	Overtime Straight Additional	A08
OTP	Overtime Pay Premium	A08
OTR	Overtime Premium Additional	A08
OTS	Overtime Pay Straight	A08
PAD	Positive Adjustment	R
PAR	Parental/Adoptive Leave - UNPD	
PER	Personal Leave Paid - Reduce Personal	R
PEX	Physical Examination - PD	R

PIN	Prophylactic Inoculation - PD	R
PLC	Professional Leave Code - PD	R
PNP	Leave Without Pay/Personal	
PRI	Pregnancy Related Illness - Reduce Sick	R
QUA	Quarantine - PD	R
REG	Regular Hours	R
SIC	Sick Leave Paid - Reduce Sick	R
SIF	Sick in Family Paid - Reduce Sick	R
SNO	Skeleton Force -PD	R
SNP	Suspension - UNPD	
SUP	Suspension - PD	R
UNP	Union Leave Paid	R
UUB	Union Leave Unpaid (benefits)	
UUN	Union Leave Unpaid (no benefits)	
VAC	Vacation Leave - Reduce Vacation	R
VCO	Veteran's Convention - PD	R
VOT	Voting Leave - PD	R
XAM	Oral/Written Examinations - PD	R

Payroll Exception Codes

CODE	DESCRIPTION	OBJ. CODE (R=Regular Object Code)
ADF	Area Differential	A07
CAH	Career Amount Holiday	A10
CAN	Career Amount Normal	R
CAO	Career Amount Overtime	A08
E%H	Education Amount Holiday	A10
E%N	Education Amount Normal	R
E%O	Education Amount Overtime	A08
E%S	Education Amount Shift	A07
HMP	Health Maintenance Pay	R
HPR	Holiday Pay Retro	A10
IEP	Incident Enforcement Pay	A07
OPR	Other Pay Retro	A14
ORP	Overtime Retro - Premium	A08
ORS	Overtime Retro - Straight	A08
POS	Parole Office Supplement	A07
RCP	Roll Call Pay	A09
RPR	Regular Pay Retro	R

SBB	Sick Buy Back	A12
SBY	Stand By Pay	A06
SDF	Shift Differential	A07
SDP	Supplemental Duty Pay	A07
SEA	Sea Pay	A07
TCA	Transitional Career Award	R
VIL	Vacation In Lieu	A13

CODE	TEXT
0040	ABINGTON SAVINGS BANK,ATTN: PAT BEAULIEU, 585 WASH INGTON ST., WHITMAN MASS 02382,, TEL: 447-6641
0089	ACUSHNET C O EMPLOYEES CREDIT UNION, ATTN: VIVIAN FLYSINGER, BOX E916 744 BELLEVILLE AVE, NEW B EDFORD MA 02745, ,
0090	ACUSHNET FEDERAL CREDIT UNION, 13 CROMPTON ST, ACU SHNET MA 02743
0008	ADAMS COOPERATIVE BANK,ATTN: SUSAN MURPHY,81 MAIN ST.,N. ADAMS MA 01247,,TEL: 413-664-4571
0050	ADAMS MUNICIPAL EMPS FEDERAL CREDIT UNION, ATTN: P AULA, 65 PARK ST, ADAMS MA 01220, TEL: 413-743-0795
0053	ADVANTAGE SAVINGS BANK, ATTN: DIRECT DEPOSIT,25 BA RTLETT RD, WINTHROP MASS 02152,,TEL: 617-846-9200
0057	AGAWAM FEDERAL CREDIT UNION, ATTN: GLORIA KERR, 4 WASHINGTON AVE EXT, AGAWAM MA 01001, TEL: 413-786-2100
0058	ALLIANCE CREDIT UNION,ATTN: SUSAN BELL,SCHOOL ADMI N BLDG PARK PLACE,PAWTUCKET RI 028 60, TEL: (401) 722-8236
0060	AMERICAN CREDIT UNION, 3502 MAIN STREET, SPRINGFIELD MA 01107-1190,, TEL: 413-781-4610
0055	ANDOVER SAVINGS BANK, 61 MAIN STREET, ANDOVER MA 0 1810
0080	ATHOL CREDIT UNION, ATTN: JESSIE KOLASINSKI, 513 M AIN STREET, ATHOL MA 01331, TEL: 617-24 9-3527
0085	ATHOL SAVINGS BANK, ATTN: NANCY KUNIHOLM, 444 MAIN ST BOX 937, ATHOL MA 01331, TEL: 508-24 9-3208
0086	ATHOL SAVINGS BANK,ATTN: TAMMY WAKEFIELD,112 CENTR AL ST, WINCHENDON MA 01475,,508-297-0260
0075	ATHOL-CLINTON COOPERATIVE BANK, ATTN: MAIL DIRECT DEPOSIT DEPT, 90 EXCHANGE ST, ATHOL MA 01 331, TEL: 249-3573

CODE	TEXT
0061	ATTLEBORO MUNICIPAL FEDERAL CREDIT UNION, ATTN: TR ACEY WHITE, 91 UNION ST, ATTLEBORO MA 0 2703, TEL: (508) 226-0140
0076	AVCO FINANCIAL SERVICES, ATTN: LORRIAN MARTEL, P.O . BOX 6931, NEW BEDFORD MA 02742, TEL (617) 599-2100X 7870
0110	BALFOUR FEDERAL CREDIT UNION, ATTN: MARIE TOTERO, 28 COUNTY ST, ATTLEBORO MA 02703, TEL: 50 8-222-3600 X 181
5275	BANK FIVE,626 MASSACHUSETTS AVE, ARLINGTON MA 0217 4
0092	BANK FOR SAVINGS, ATTN: JOAN AKERLY, 399 MAIN STRE ET, MALDEN MA 02148, TEL: 617-3 21-5200 X 293
0009	BANK OF BOSTON, ATTN: PAUL BARRY, P.O. BOX 1857, B OSTON MA 02105-1857, TEL: 929-6010
5000	BANK OF FALL RIVER,ATTN: SUZANNE ST. GEORGE,30 BED FORD ST.FALL RIVER MA 02720,,508-678-7655
0095	BANK OF NEW ENGLAND (HANCOCK), 1495 HANCOCK STREET, QUINCY MA 02169
5900	BANK OF NEW ENGLAND MA,ATTN: JOANNE LUNETTA,ML M02 ACH P.O. BOX 2197, BOSTON MA 02106,,TEL:617-39 7-3272
5100	BANK OF NEW ENGLAND SOUTH,ATTN: LORRAINE DEPONTE,P .O. BOX 729, FALMOUTH MA 02541, ,TEL:508 -548-7500 X 4040
0099	BANK OF NEW ENGLAND, ATT: PAULETTE STRANG, 1057 MA IN STREET, HOLDEN MA 01520, TEL: 508-8 29-4427
0610	BANK OF NEW ENGLAND, ATTN: C.S.D.,BOX 2197 M01CMT DEPOSITED VICE, BOSTON MA. 02106, TEL: 1-8 00-841-4000
0097	BANK OF NEW ENGLAND, ATTN: DEPT. ADVICE DIRECTOR R OBERT SKINNER M01CMT, 200 EXCHANGE ST, MALDEN MA 02148
0096	BANK OF NEW ENGLAND, ATTN: JOSEPHINE PELOSI, 200 E XCHANGE ST M01CPA, MALDEN MA 02148, TEL: 617-3 97-3891

CODE	TEXT
0091	BARNSTABLE COMMUNITY FEDERAL CREDIT UNION, ATTN: MARY O'MELIA, 66 FALMOUTH RD, HYANNIS MA 02601, TEL: 617-778-6211
0020	BAYBANK, ATTN: BONNIE RILEY,P.O. BOX 300, EVERETT MA 02149, , TEL: (617) 387-5100 EXT. 3015
0152	BAYSTATE SAVINGS BANK, ATTN: ROBERT DUQUETTE, FRANKLIN STREET, WORCESTER MA 01603, TEL: 508-791-8161
0140	BEDFORD VA FEDERAL CREDIT UNION, ATTN: RUTH M TIMMINS, 200 SPRINGS RD, BEDFORD MA 01730, TEL: 617-275-7500 X 446
5280	BERKSHIRE BANK & TRUST, 54 NORTH ST,PITTSFIELD MA 01201
0115	BILLERICA MUNICIPAL EMPLOYEES CREDIT UNION, TOWN HALL, BILLERICA MA 01821
0120	BLACKSTONE VALLEY CREDIT UNION, ATTN: TINA PILIBOSIAN, WHITENVILLE MA 01588, ,
5290	BOSTON BANK OF COMMERCE,ATTN: DELROY MCDONALD,2343 WASHINGTON ST.,ROXBURY MA 02119,,TEL: 617-457-4436
0122	BOSTON EDISON EMPLOYEES CREDIT UNION, ATTN: DANA STORY, PRUDENTIAL CENTER BLOCK A,BOSTON MA 02199,,TEL: 424-3770
0145	BOSTON FEDERAL SAVINGS BANK,ATTN:ALLISON GATLEY,17 NEW ENGLAND EXE. PARK,BURLINGTON MA 01803,,617-273-0300
0135	BOSTON FIREFIGHTERS CREDIT UNION,ATTN:CUSTOMER SERVICE,55 HALLETT ST,DORCHESTER MA 02124,TEL:288-2240
0150	BRIDGEWATER CREDIT UNION, 72 MAIN ST, BRIDGEWATER MA 02324
0151	BRIDGEWATER SAVINGS BANK, ATTN: CINDY STONE, 6 MAIN STREET, LAKEVILLE MA 02347, TEL:508-946-5050
0126	BRISTOL COUNTY SAVINGS BANK, ATTN: GERTA HOFFMANN, P.O. BOX B, RAYNHAM MA 02767, 508-822-1515

CODE	TEXT
0124	BROADWAY NATIONAL BANK,ATTN:DAVID DEPAOLO,BROADWAY STREET, CHELSEA MA 02150, TEL:(617) 884-2650
0153	BROCKTON CREDIT UNION, ATTN: PAYROLL DED. DEPT., P.O. BOX 3358 CAMPELLO STATION, BROCKTON MA 02404
0098	BROTHERHOOD CREDIT UNION, ATTN: ROXANNE GUNTER, 115 COMMERCIAL STREET, BROCKTON MA 02402, TEL: 508-586-8557
5301	CAMBRIDGE SAVINGS BANK, HARVARD SQUARE, P.O. BOX 206, CAMBRIDGE MA 02238, ATT:OPERATIONS CENTER, TEL: 864-8700
5350	CAMBRIDGEPORT SAVINGS, ATTN: DEPOSIT OPERATIONS DEPT, 689 MASSACHUSETTS AVE, CAMBRIDGE MA 02139, TEL: 617-661-4900
0157	CAPE COD BANK & TRUST, ATTN: MAIL TELLER, P.O. BOX 1180, S. YARMOUTH MA 02664-0180,,TEL: 508-536-7105
0155	CAPE COD FED. C.U., WORCESTER & SPRINGBARS RD, FALMOUTH MA 02540
5300	CAPITOL BANK & TRUST CO, ATTN: D. SWEENEY, 1 BULFINCH PLACE, BOSTON MA 02114,
0154	CARMEL CREDIT UNION, ATTN: WINNEY PERKINS, 473 BROADWAY P.O. BOX A, CHELSEA MA 02150, TEL:617-884-3396

CODE	TEXT
0170	CENTRAL MASS TELEPHONE WORKERS CU, ATTN: DEBBIE GU INEY, 36 PARK AVE, WORCESTER MA 01609, TEL: 5 08-754-9980
0173	CENTRAL SAVINGS BANK, ATTN: LOAN OPERATION, 50 CEN TRAL ST PO.BOX 1188, LOWELL MA 0185 3, TEL: 508-458-3400
9802	CENTURY BANK & TRUST CO.,PAYROLL DEDUCTION DEPT,P. O. BOX 9102, MEDFORD MASS 02155,,TEL:617-393-40 50
5410	CHARLES SCHWAB/FIRST CHICAGO, ATTN: JAMES CARDELLO , 127 CONGRESS ST., BOSTON MA 02110
0202	CHELSEA EMPLOYEES FEDERAL CREDIT UNION, ATTN: MARY BETH NOLAN, CITY HALL, CHELSEA MA 02150 , 617-884-3599
5415	CHESHIRE COUNTY SAVINGS BANK,ATTN: ACCOUNT SERVICE S,P.O. BOX 746, KEENE N.H. 03431,,TEL:603-532-7788
0165	CHICOPEE MUNICIPAL EMPLOYEES CREDIT UNION, ATTN: D ONNA M. BERGERON, 923 FRONT ST, CHICOPEE MA 0 1020, TEL: 413-592-5108
0175	CITIZEN'S CREDIT UNION, ATTN: SUE ARSENAULT, PO BO X H3094 271 UNION ST, NEW BEDFORD MA 02741
0369	CITIZENS BANK OF MASSACHUSETTS,DEPOSIT SERVICE DEP T, 215 WASHINGTON ST.,FAIRHAVEN MA 02719,,TEL:508- 979-1300
0174	CITIZENS BANK, MAIL TDC, P.O. BOX 572, PROVIDENCE RI 02903-0572,TE L:401-456-7070
0121	CITIZENS BANK, MAIN OFFICE - ASST.MANAGER,10 SCHOO L STREET, BOSTON MA 02108,,742-6000X2134
5420	CITIZENS FEDERAL CREDIT UNION,ATTN:SUE ARSENAULT/P AY DED DEPT, P.O.BOX 3094,NEW BEDFORD MA 02741
0177	CITIZENS-UNION SAVINGS BANK,4 SOUTH MAIN ST, P.O. BOX 1311,FALL RIVER MA 02721, C. COSTA, 508-678-7641
0200	CITY OF BOSTON CREDIT UNION, RM.242 CITY HALL, BOS TON MA 02201

COOE	TEXT
0201	CLINTON SAVINGS BANK, ATTN: TELLER DEPT, 200 CHURC H ST, CLINTON MA 01510, TEL: 508-368-1801
0203	COLONIAL CO-OPERATIVE BANK, ATTN: OEBORAH DOUCKAS, 6 CITY HALL AVE, GARONER MA 01440, TEL: 508-632-0171
5450	COLONIAL NATIONAL BANK, ATTN: GENEVA TRAVERSY, SYLOAN STREET, OANVERS MA
5475	COM FED SAVINGS BANK, 48 NORTH ST, PITTSFIELO MA 0 1201,, TEL:413-447-8400
0205	COM FED, ATTN: MICHELLE WHITCOMB, 414 MASS. AVE, A CTON MA 01720, TEL: 508-263-9501
0301	COMMERCE BANK, ATTN: MAIIL TELLER, 386 MAIN ST POB 15020, WORCESTER MA 01615-0020,TEL :508-753-2913
5500	COMMONWEALTH CO-OPERATIVE BANK,TWO CENTER PLAZA,BO STON MA 02108-1969,, TEL:617-227-2298
5550	COMMONWEALTH FEOERAL SAVINGS BANK, ATTN: N.O.W OEP T.,45 CENTRAL STREET, LOWELL MA 01852,.
5600	COMMUNITY COOPERATIVE BANK, 112 MEOFORO ST,MEOFORO MA 02155
0303	COMPASS BANK FOR SAVINGS, ATTN: SAVINGS/J. VANCOUR , 791 PURCHASE STREET, NEW BEOFORD MA 02740, TEL: 508-994-5000
5625	CONSUMERS BANK, 196 PARK AVENUE, WORCESTER MA 016 09
0300	CONSUMERS CREDIT UNION, 366 CROSS ST, MALOEN MA 0 2148
5650	COOPERATIVE BANK OF CONCORO/QCB, ATTN: MAIL TELLER ,P.O. BOX 2100, ACTON MA 01720,, TELEPHONE: 479-6000X5626
5680	COUNTRY BANK FOR SAVINGS, 75 MAIN STREET, WARE MA 01082

CODE	TEXT
0325	CRESCENT CREDIT UNION, ATTN: AMY GARLAND, PO BOX 271, BROCKTON MA 02403
0326	D EDWARD WELLS, F.C.U., 864 STATE STREET, SPRINGFIELD MASS 01109
5685	DEDHAM SAVINGS BANK, ATTN: SYEDA KAHN,55 ELM ST., DEDHAM MA 02026,, TEL: 329-6700 X 142
0311	DEDHAM TOWN EMPLOYEES FEDERAL CREDIT UNION, AMES SCHOOL HOUSE BLDG,450 WASHINGTON ST #110, DEDHAM MASS 02026,,617-326-8068
5683	DIGITAL EMPLOYEES FEDERAL CREDIT UNION, ATTN: MEMBERSHIP SERVICES, 141 PARKER ST.,MAYNARD MASS 01754,,508-493-6735
1050	DIRECT FEDERAL CREDIT UNION,ATTN:ANNE MORRISEY,50 CABOT ST P.O. BOX 9123,NEEDHAM HEIGHTS MA 02194, TEL:890-8729 EXT. 238
0315	DREYFUS FAMILY OF FUNDS, P.O. BOX 9671, PROVIDENCE RI 02940-9671,,TEL: (800) 645-6561
0340	EAST BRIDGEWATER SAVINGS BANK,ATTN: PATRICIA BONVIE,29 BEDFORD ST, E. BRIDGEWATER MA 02333, , TEL: 508-378-4081
5400	EAST CAMBRIDGE SAVINGS BANK,ATTN: ANABELA ESTRELA, 292 CAMBRIDGE ST, CAMBRIDGE MA 02141,,TEL:617 354-7700
0328	EAST PROVIDENCE CREDIT UNION, ATTN: KAREN PREITE, P.O. BOX 4839, EAST PROVIDENCE RI 02916, TEL: 401-434-5400,
0327	EASTERN BANK, ATTN: BETH SULLIVAN, 270 UNION ST, LYNNE MA 01901, TEL: 599-2100 X7870
5690	EVERETT CO-OPERATIVE BANK, 419 BROADWAY, EVERETT MA 02149
0355	EVERETT CREDIT UNION, 650 BROADWAY, EVERETT MA 02149
0353	EVERETT SAVINGS BANK,ATTN: DAWN CASEY,466 BROADWAY ST., EVERETT MASS 02149,,TEL: 387-5110

CODE	TEXT
0356	FALL RIVER FIVE CENTS SAVINGS BANK, ATTN: ANN MIRANDA, 79 N. MAIN ST, FALL RIVER MA 02722, TELEPHONE: 508-679-8551
0360	FALL RIVER MUNICIPAL EMPLOYEES CREDIT UNION, 333 MILLIKEN BOULEVARD, FALL RIVER MA 02721
0361	FAMILY BANK, ATTN:KATHY TSANTARLIOTIS, 153 MERRIMACK ST, HAVERHILL MA 01830, TEL:508-373-8037
0367	FIA CREDIT UNION 1318, ATTN: HENRY LANZA, 394 WATER STREET, FITCHBURG MA 01420, TEL:508-345-1182
5693	FIDELITY COOPERATIVE BANK, ATTN: CAROL BEAUCHEMIN, 675 MAIN ST., FITCHBURG MA 01420,, TEL: 508-345-4331
0375	FILENE'S CREDIT UNION, ATTN: MERIDITH LYNN, 426 WASHINGTON STREET, BOSTON MA 02101, TEL:617-357-2093
0650	FIREFIGHTERS CREDIT UNION, ATTN: JANE NIEZAK, 14 AMESBURY ST, LAWRENCE MA 01840,,TEL: 508-687-1919
0100	FIRST AGRICULTURAL BANK, ATTN: MARY BONENITZ, 99 WEST ST, PITTSFILED MA 01201, TEL: 413-499-3000
0380	FIRST AMERICAN BANK, ATTN: PETER GROSSIMON, 572 COLUMBIA ROAD, DORCHESTER MA 02125-0051, TEL:617-436-1500

CODE	TEXT
0371	FIRST COLONIAL BANK FOR SAVINGS, ATTN: CAROL HAXTO N, 112 MARKET ST., LYNN MA 01901, TELEPHONE: 6 17-598-8571 OR 599-5555
0381	FIRST FEDERAL SAVINGS BANK OF AMERICA, ATTN: STEVE BRODEUR, 2 WASHINGTON ST.,TAUNTON MA 02780,TEL:508-823-6181
5695	FIRST INVESTORS CORP FBO MCCAULEY CV17094-6,ATTN:C ASH PROCESSING, 10 WOODBRIDGE CENTER DR,WOODBRIDGE MA 07095,508-855-3005
0364	FIRST MUTUAL OF BOSTON, ATTN: ACCT. PROCESSING,800 BOYLSTON ST. 14TH FL, BOSTON MA 02199, TEL: 617-2 47-6500
0370	FIRST NATIONAL BANK OF BOSTON, ATTN: MARY VALENTEE , P.O. BOX 1661, BOSTON MA 02105, TEL:617-43 4-0238
5700	FIRST NATIONAL BANK, ATTN: ADVISOR,P.O. BOX 1661, BOSTON MA 02105, ,TEL:434-6196
0363	FIRST SAFETY FUND BANK, ATTN: HELEN REID, 470 MAIN STREET, FITCHBURG MA 01420, TELEPHO NE: 617-343-6406
0366	FIRST TRADE UNION SAVINGS, ATTN: THOMAS SULICK, 10 DRYDOCK AVE, BOSTON MA 02210, TEL:482-40 00
0365	FITCHBURG MUN EMPLOYEES FED. C.U, 718 MAIN ST, FI TCHBURG 01420
0376	FITCHBURG SAVINGS BANK, ATTN: SANDRA BASLER, 780 M AIN ST, FITCHBURG MA 01420, TEL:508 -345-1061
0382	FLEET BANK OF MAINE, ATTN: NANCY MEUNIER,MEADOWBRK SH-CTR RT1 B2000, YORK MAINE 03909 , TEL: 207-363-8041
0010	FLEET BANK OF MASSACHUSETTS, ATTN: ALICE KUJAWSKI, 206 MAIN STREET,WEBSTER MA 01570,, TEL: 1-508-943- 6300
0378	FLEET BANK,ATTN: TELLERS,RT 139 N. RIVER PLAZA, PEMBROKE MA 02359,,826-9729
0384	FLEET NAT'L BANK OF RHODE ISLAND, 111 WESTMINSTER ST., PROVIDENCE RI 02901,,TEL: 1 - 401-278-6533

CODE	TEXT
0379	FLEET NATIONAL BANK, ATTN: PAULA LALONDE,1915 DIAM OND HILL RD., WOONSOCKET R.I. 02895,,TEL: 401-76 2-3500
9800	FLEET SERVICES CORP.,ATTN:KATHY LOWELL-ACH OPER.,5 701 HORATIO ST,UTICA NY 13501,,1-800-3 21-3527
0455	FORD MOTOR CREDIT CO., ATTN: MR. BUGBEE, 116 WASHI NGTON AVE 4TH FL, NORTH HAVEN CT 06473-0526,
0388	FORT TRUMBULL FEDERAL CREDIT UNION 2 111-78 420,NEW LONDON CT 06320,,TE L: 203-442-5381
0383	FOXBORO FEDERAL SAVINGS AND LOAN ASSOC, ATTN: JANI CE KOSH, 160 MAIN ST BOX 275, NORFOLK MASS 0205 6,TEL:508-528-4900
0385	FRAMINGHAM MUNICIPAL FEDERAL CREDIT UNION,ATTN: JA CK SURRO, 200 CONCORD ST,FRAMINGHAM MA 01701 ,,TEL:879-5522
5800	FRAMINGHAM SAVINGS BANK,115 PARK ST,FRAMINGHAM MA 01701
0450	FRANCO AMERICAN CREDIT UNION,229 PARKER ST,GARDNER MA 01440
0451	FRANKLIN COUNTY EMPLOYEE CREDIT UNION, ATTN: ROBER T PAULSON, 8 NORTH CIRCLE, GREENFIELD MA 01302, TEL: 413-772-6101
0400	FRANKLIN HAMPSHIRE BUILDING TRADES CU,2 CONZ ST PO BOX 777,NORTHAMPTON MA 01061
0456	GARMENT WORKERS FEDERAL C.U., ATTN: MARY ELLEN, 146 18TH STREET, FALL RIVER MA 02723,TEL:(508)679-1016
5801	GEORGE PEABODY CO-OP BANK, ATTN: CAROL DALTON,32 M AIN ST. P.O. BOX 231, PEABODY MA 01960, TE L: 508-531-0242
0653	GFA FEDERAL CREDIT UNION,CUSTOMER SERIVCE, P.O. BO X 468, GARDNER MA 01440
5810	GRAFTON SUBURBAN CREDIT UNION, ATTN: ROBERT KEITH, NORTH GRAFTON SHOPPING CTR, NORTH GRAFTON MA 01519,,TEL:617-839-5493

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5820	GREATER BOSTON BANK, ATTN: K CREATIN, 414 WASHINGT ON ST, BRIGHTON MA 02135, TEL: 782 -5570
0458	GROVE BANK FOR SAVINGS,ATTN: MAI TRANPHI,1330 BOYL STON ST,CHESTNUT HILL MA 02167-2111,TEL:617-738-6 000X20
0459	GTE EMPLOYEE FEDERAL CREDIT UNION,200 CORPORATE PL .,SUITE #4 P.O. BOX 3556,PEABODY MA 01961-3556,,50 8-535-6991
5830	GUARANTY BANK & TRUST COMPANY, ATTN: DON CAPMAN,11 4 CENTRAL ST., WINCHENDON MA 01475
0500	HAMPDEN COUNTY EMPLOYEES C.U.,P.O. BOX 599,SPRINGF IELD MA 01102-0559
5821	HAMPTONIAN FEDEAL CREDIT UNION,ATTN: H. GERBASI,34 7 KING ST., N HAMPTON MA 01060,, TEL: 413-586-23 30X2576
0501	HANSCOM FEDERAL CREDIT UNION, ATTN: KAREN GUDEK, 4 95 SUMMER ST, BOSTON MA 02210, TEL: 617-2 74-6335
0505	HARVARD UNIVERSITY CREDIT UNION,ATTN: MR. PELRINE, 1350 MASS. AVE, CAMBRIDGE MA 02138,,495-4460
0510	HAVERHILL TEACHERS CREDIT UNION, ATTN: MICHELLE GI UVELLIS, P.O. BOX 383, HAVERHILL MA 01831,, TEL: 508-374-7386
5630	HERITAGE BANK FOR SAVINGS, ATTN: SUE DOMINICK, 10 PARK STREET, PALMER MA 01069, TEL: 1-800 -462-1026 X2262
5950	HIBERNIA SAVINGS BANK, ATTN: RENE MARCOTULLIO,51 C OMMERCIAL ST., BRAINTREE MA 02184
0520	HINGHAM FEDERAL CREDIT UNION, ATTN: DOTTIE JOHNSON , 19 FORT HILL ST, HINGHAM MA 02043, TEL: 617- 749-2026
0525	HOLYOKE MUNICIPAL EMPLOYEES CREDIT UNION, 235 MAPL E ST, HOLYOKE MASS 01040-5123
9125	HOME OWNERS FEDERAL SAVINGS, ATTN: VANESSA STEED-W OUMM, 50 SUMMER ST., BOSTON MA 02110,, T EL:695-5240

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0530	HUDSON NATIONAL BANK, ATTN: OPERATION DEPT, 17 POLE ST, HUDSON MA 01749, TEL:508-568-8321
0535	HUDSON SAVINGS BANK, ATTN: LUCY MEDERIOS, 42 MAIN STREET, HUDSON MA 01749, TEL: (508) 562-6944
0538	HULL FEDERAL CREDIT UNION,ATTN:JEAN MUNCY,163 NANTASKET AVE,HULL MA 02045,,TEL:925-4870
5825	HYDE PARK SAVINGS BANK, 1196 RIVER STREET, HYDE PARK MA 02136
0550	I-C CREDIT UNION, ATTN: BANK-AT-WORK-DEPT, 300 BEMIS ROAD, FITCHBURG MA 01420
0560	IDS FINANCIAL SERVICES,ATTN:J. REITER,P.O. BOX 74, MINNEAPOLIS MN. 55440-0074,,612-372-3733
0540	IMMACULATE CONCEPTION FALL RIVER FEDERAL CREDIT UN, ATTN: PAT PATENAUDE, 68 THOMAS ST, FALL RIVER MA 02723, TEL: 508-673-6784
0600	INDUSTRIAL CREDIT UNION, ATTN: PAYROLL SAVINGS, 126 STATE ST, BOSTON MA 02109
0605	IPSWICH CO-OPERATIVE BANK, ATTN: ROBERT WADE, P.O. BOX 32, ISPSWICH MA 01938, TEL:(508) 356-4305

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0575	JEANNE D'ARC CREDIT UNION,666 MERRIMACK ST,LOWELL MA 01852
0675	LEOMINSTER C.U., ATTN: BANK AT WORK DEPT, 20 ADAMS ST,LEOMINSTER MA 01453
0676	LEOMINSTER MUNICIPAL EMPLOYEES FEDERAL CREDIT UNION,ATTN: NORMA MASSE, 25 WEST ST,LEOMINSTER MA 01453,TEL:508-537-1822
0683	LINCOLN SUDBURY TOWN EMPLOYEES FEDERAL CREDIT UN, ATTN: CUSTOMER SER, 278 OLD SUDBURY RD, SUDBURY MA 01776, TEL: (508)443-6973,
0652	LOCAL 328 FEDERAL CREDIT UNION, ATTN: ROBERT SOMERS, 850 WATERMAN AVE,PROVIDENCE RI 02914,, TEL:1-800-225-3544
7130	LOUISE E. MILLS FEDERAL CREDIT UNION,ATTN: KATHLEEN PEAVEY, 12 MERRIMAC SQ., MERRIMAC MASS 01860-1990,TEL: 508-346-4561
0681	LOWELL COOPERATIVE BANK,18 HURD ST.,LOWELL MA 01852,,508-458-4598
0656	LOWELL FIVE CENT SAVINGS BANK, ATTN: BETTY IVERS MANAGER, P.O. BOX 440, LOWELL MA 01853, TEL: 459-2361
0662	LOWELL INSTITUTION FOR SAVINGS, ATTN: DEBBIE MCDONALSD, 18 SHATTUCK ST, LOWELL MA 01853, TEL: 617-454-2500
1150	LUDLOW SAVINGS BANK, ATTN: JOAN FORTIN, 640 PAGE BOULEVARD, SPRINGFIELD MA 01104, TEL#: (413) 781-2171
0677	LUSO FEDERAL CREDIT UNION, ATTN: NOELLA BOILEAU, 535 EAST ST., LUDLOW MA 01056, TEL: 413-589-9966
0679	LUZO COMMUNITY BANK, ATTN: DAVID DELONG, 160 COUNTY STREET, NEW BEDFORD MA 02740, TEL: 508-997-4555
0680	LYNN POLICE C.U., 18 SUTTON ST, LYNN MA 01901
0660	M.F.C. FEDERAL CREDIT UNION, 177 AVENUE A, TURNERS FALLS MA 01376

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0686	MALDEN TRUST CO, ATTN: ARTHUR GILL, 103 MAIN STREE T, STONEHAM MA 02180, TEL: 617-438-3535
0684	MANSFIELD COOPERATIVE BANK, ATTN: HELEN KIERCE, P. O. BOX 660, MANSFIELD MA 02048, TEL: 50 8-339-2901
0655	MARQUETTE CREDIT UNION, ATTN: MRS WECAL, MARQUETTE WAY, WOONSOCKET RI 02895, TEL: (401) 762-1400,
0800	MASS. TEACHERS ASSOC. C. U.,20 ASHBURTON PLACE,BOS TON MA.02108
0350	MASSACHUSETTS FEDERAL CREDIT UNION, ATTN: ANNE MAR IE WALSH, 216 TREMONT ST, BOSTON MA 02116, T ELEPHONE: 542-7360
0830	MASSBANK FOR SAVINGS,ATTN: MAIL TELLER,123 HAVEN S TREET,READING MA 01867,617-662-0100
7000	MAYFLOWER COOPERATIVE BANK,SOUTH MAIN ST, MIDDLEBO RO MA 02346
7050	MECHANIC COOPERATIVE BANK, ATTN: WILLIAM HOWERTON, 308 BAY ST. BOX 552,TAUNTON MA 027 80,, TEL:508-823-7744
7111	MECHANICS BANK, ATTN: HEIDI MARTOCCI, P.O. BOX 150 73, WOECESTER MA 01613,, PHONE: 508-798-6519
0688	MEDFORD SAVINGS BANK, ATTN: DIRECT DEPOSIT, 29 HIG H ST, WEST MEDFORD MA 02155, TEL: 395-7700 X345
0687	MEDWAY SAVINGS BANK, 81 MAIN STREET, MEDWAY MA 02053,,TEL:508-533-4343
0695	MERCHANT CO-OPERATIVE BANK, ATTN: GAIL TRANT, 30 C HURCH ST WAVERLY SQ, BELMONT MA 02179-9990
0689	MERRIMACK VALLEY FEDERAL CREDIT UNION,ATTN:JOANNA YOUNG,1475 OSGOOD ST,NORTH ANDOVER MASS 01845 ,,TEL- 508-975-4095 EXT 301
0690	METROPOLITAN CREDIT UNION,ATTN:DOT NOVAK PAYROLL D EPT PROCESSING, 372 WASHINGTON AVE, CHELSEA MA 02150

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0685	MFC/DEEFIELD COMM. FEDERAL CREDIT UNION, ATTN:NANC Y GEORGE, 177 AVENUE A,TURNERS FALLS MA 01376, TEL : 413-863-9353
0700	MIDDLESEX COUNTY EMPLOYER FEDERAL C. U., 208 E. CA MBRIDGE STREET, E. CAMBRIDGE MA 02141
0665	MIDDLESEX SAVINGS BANK, ATTN: JUDITH OXFORD #10478 7, 6 MAIN ST, NATICK MA 01760, , TEL:369-8112
0703	MIDDLESEX SAVINGS BANK,6 MAIN ST,NATICK MA 01760, TEL: (508) 263-9875
0725	MILFORD FEDERAL SAVINGS & LOAN ASSOC, ATTN: SANDY BAZA, 246 MAIN STREET, MILFORD MA 01757, TEL: 508-473-1126 EXT 227
7100	MILFORD SAVINGS BANK, 232 MAIN ST, MILFORD MA 0175 7
1800	MILLBURY C.U, 50 MAIN ST, MILLBURY MA 01527
7200	MONSON SAVINGS BANK, ATTN: MRS. SUSAN FORD,146 MAI N ST, MONSON MA 01057,,PHONE: 413 -267-4646
7201	MONSON SAVINGS BANK, 146 MAIN STREET, MONSON MA 01 057
1850	MOSES FEDERAL CREDIT UNION, P.O. BOX 521, N. READI NG MA 01864
6001	MOUNT WASHINGTON BANK,ATTN:MELINDA SKOCIK,430 WEST BROADWAY, SO. BOSTON MA 02127,, TEL: 617-268 -0379
0790	MUTUAL FED SAVINGS BANK OF PLYMOUTH COUNTY, ATTN: PAUL TISDALE, 570 WASHINGTON ST, WHITMAN MA 0238 2,, TEL: 617-447-4488
0851	NASHOBA CREDIT UNION, ATTN: MARIE COLE, P.O. BOX 3 19, GROTON MA 01450, TEL:508-44 8-5850
0860	NAVY FEDERAL C.U.,ATTN: RECURRING PAYMENTS,1 SECUR ITY PL PO. BOX 3000,MERRIFIED VA 22119-3000,TEL:7 03-255-3366

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0865	NESC FEDERAL CREDIT UNION,ATTN:EILEEN SULLIVAN,P.O . BOX 308,ANDOVER MA 01810,TEL: 508-475-3090
0876	NEW BEDFORD CREDIT UNION, ATTN: NELSON DEFRIAS, 1150 PURCHASE ST, NEW BEDFO RD MA 02740
0879	NEW BEDFORD INSTITUTION FOR SAVINS, ATTN: TED BEAG AN, P.O. BOX 70,TAUNTON MA 02780, TEL: 508-823-811 1
0900	NEW BEDFORD MUNICIPAL EMPLOYEES C. U, 1150 PURCHAS E ST, NEW BEDFORD MA 02740
5850	NEW ENGLAND ALLBANK FOR SAVINGS, 29 PARKER ST, GAR DNER MA 01440
0905	NEW ENGLAND TEAMSTERS FEDERAL CREDIT UNION, ATTN: RAY ROY, 552 MAIN ST, CHARLESTOWN MA 02129, TEL: 241-7879
0950	NORFOLK COMMUNITY FEDERAL CREDIT UNION, ATTN: CARR IE SALADIN, 206 MAIN ST P.O. BOX 306,NO RFOLK MA 02056,TEL: 508-528-3360
1000	NORFOLK COUNTY C. U, ATTN: BERNICE E. COUTTS, 53 R IVER PLACE, DEDHAM MA 02026
8001	NORTH ATTLEBORO FEDERAL CREDIT UNION, ATTN: LAURI MORRILL,31 NORTH WASHINGTON ST., NORTH ATTLE BORO MA 02761,,TEL: 508-699-8491

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8100	NORTH MIDDLESEX SAVINGS BANK, ATTN: MARY MARKHAM, 7 MAIN ST, AYER MA 01432,,TEL: 772-3306
1010	NORTHEAST RAIL EMPLOYEES CREDIT UNION,ATTN: ELLEN DOUGLAS, P.O. BOX 26, N. BILLERICA MA 01862,TEL: 508-663-9000
8050	NORTHEAST SAVINGS, ATTN: ACH DEPT.,50 STATE STREET , HARTFORD CT 06103,, 413-787-1015
8101	NORTHEAST SAVINGS, 50 FRANKLIN STREET, ATTN: TERRY MEILINGER, BOSTON MA 02109,,TEL:793-3228
1046	NORTHEASTERN UNIV F.C.U ATTN: JIM O'SHAUGHNESSY,RM 315 RICHARDS HALL,360 HUNTINGTON AVE,BOSTON MASS 02115,437-2900
1020	NORTHERN MASS TELEPHONE WORKERS C.U.,ATTN: KEVIN WILLETT, 87 HALE ST., LOWELL MA 01851,TEL: 800-942-9575 508-452-9961
8150	NORWICH PEQUOT TEACHERS FEDERAL CREDIT UNION,ATTN: LINDA FRASER, 238 WEST TOWN ST, NORWICH CT 06360,TEL:(203)887-0576
1040	NOTRE DAME FEDERAL CREDIT UNION, ATTN: PAUL DUMAIS , 659 EASTERN AVE., FALL RIVER MA 02723, TEL: 676-1067
7500	OLD STONE BANKING CO, OF BRISTOL CITY, P.O. BOX A2085,NEW BEDFORD MA 02741
1045	ORANGE SAVINGS BANK, ATTN: MARY LAFFOND, 30 E. MAIN ST, ORANGE MA 01364, TEL:(508)544-6915
1047	PARK SQUARE CREDIT UNION, ATTN: HELEN BRIEN, 1280 PARK SQUARE AVE, WOONSOCKET RI 02895, TEL: 401-766-3310
8200	PATRIOT BANK BROOKLINE TRUST, HARVARD STREET, BROOKLINE MA 02146
8000	PATRIOT BANK/HARBOR NATIONAL BANK,63 FRANKLIN ST., BOSTON MA 02110
8300	PEOPLES SAVINGS BANK, PEOPLES BANK BUILDING, WORCESTER MA 01608

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8320	PETERBOROUGH SAVINGS BANK,ATTN:M. GEBAUER OPER. DE PT,35 MAIN ST, PETERBOROUGH N.H. 03458,,TEL: 603-924-7142
1049	PHOENIX HOME LIFE FEDERAL CREDIT UNION,ATTN: SCOTT PIKUL,100 BRIGHT MEADOW BLVD,ENFIELD MA 06083,,TEL:203-253-2350
8400	PIONEER FINANCIAL COOPERATIVE BANK, PO BOX 400, MALDEN MA 02148
1100	PITTSFIELD TEACHERS C. U, P.O. BOX 554 ,42 ELM ST, PITTSFIELD MA 01201
1152	PLYMOUTH FEDERAL SAVINGS BANK,ATTN: ETHEL ROBIDOUX, 32 COURT ST, PLYMOUTH MA 02360,,TEL:508-746-4400 EXT. 28
1154	PLYMOUTH FEDERAL SAVINGS BANK,PAY/DEP.,CEDARVILLE SQ, CEDARVILLE MASS 02360,,TEL: 508-888-7755
1153	PLYMOUTH SAVINGS BANK, ATTN: CAROL ALBERTHINI, 95 BEDFORD ST, MIDDLEBORO MA 02346, TEL: 508-947-1300
1205	POLISH NAT'L CREDIT UNION, ATTN: BETH DAVIS, 46 MAIN ST PO BOX 327, CHICOPEE FALLS MA 01021, TEL:413-592-0495
8420	POSTAL EMPLOYEES CREDIT UNION,ATTN: JOHN COYNE,25 DORCHESTER AVE GMF, BOSTON MASS 02205-9101,,TEL: 617-482-4787
1208	PROGRESSIVE CONSUMERS FEDERAL CREDIT UNION, ATTN: LISA DOOLEY, 366 CROSS ST. MALDEN MA 02148, TEL:617-231-3600
0850	PROGRESSIVE CONSUMERS, FEDERAL CREDIT UNION, 336 CROSS STREET, MALDEN MA 02148
1209	PUTNAM VOYAGERS,ONE POST OFFICE SQUARE,BOSTON MA 02109,, 1-800-225-1581
1180	PUTNEY CREIDT UNION,ATTN: SUSAN PRATT,P.O. BOX 266 ,PUTNEY VT 05346,,TEL: 802-387-5871
1211	QUINCY MUNICIPAL CREDIT UNION,ATTN: ANDREA M. DAIUTE, 380 WASHINGTON ST, QUINCY MA 02169, TEL: 617-479-5558

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8500	QUINCY SAVINGS BANK, 1300 HANCOCK ST.,QUINCY MA 02 169
8501	RAH FEDERAL CREDIT UNION,ATTN: CHRISTINA MOONEY, 4 5 DIAUTO DR., RANDOLPH MA 02368,,TEL:617-961-241 7
1213	REDBERRY CREDIT UNION,ATTN:WILLIAM J PUDDISTER, 304 NEPONSET AVE,DORCHESTER MA 021 22, TEL: (617) 265-6967
1212	RHODE ISLAND STATE EMPLOYEES CREDIT UNION, ATTN: S AVINGS DEPT., 160 FRANCIS ST.,PROVIDENCE RI 02903,, TEL-401-751-7440
1225	ROCKLAND FEDERAL C.U, ATTN: DENISE NISHNICK, 241 U NION ST, ROCKLAND MA 02370, TELEPHON E: 1-800-562-7328
1224	ROCKLAND TRUST CO., ATTN: PHYLLIS WHYNOT, 288 UNIO N STREET, ROCKLAND MA 02370, TELEPHON E: 617-878-6100
0705	ROCKLAND TRUST CO., 288 UNION STREET, ROCKLAND MA 02370-1896
1231	SACO & BIDDEFORD SAVINGS INSTITUTION, ATTN: JUDITH BISSONNETTE, 2 PORTAND AVE, OLD ORCHARD BEACH ME 04064, TEL:207-934-2192
1262	SAINT LUKE'S HOSPITAL FEDERAL CREDIT UNION, ATTN: DONNA LABRODE, 101 PAGE ST.,NEW BEFORD MA 02740,, TEL: 508-997-4475
1261	SAINT MARY'S CREDIT UNION, ATTN: JANE MCKENZIE, 13 3 WEST MAIN STREET, MARLBORO MA 01752,, TEL:508 -485-1346,
1239	SALEM COOPERATIVE BANK,ATTN:BARBARA SWEENEY,3 SOUT H BROADWAY P.O. BOX 67,SALEM NH 03079,,603-898-215 3
1245	SALEM FIVE CENTS SAVINGS, ATTN: NANCY MORGAN, 210 ESSEX STREET, SALEM MA 01970,, TEL: 508 7 54-5555
8503	SANDWICH COOPERATIVE BANK,ATTN:LINDA SOLOMON, P.O.BOX 959, SANDWICH MA 02 563,TEL:(508)888-0026
1227	SAUGUS BANK & TRUST CO, ATTN: SANDRA ARSENAULT CU MMINGS, P.O. BOX 1191, SAUGUS MA 01 906, TEL:617-233-0400

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1226	SAUGUS CO-OPERATIVE BANK, ATTN: KEVIN LASERTA, P.O. BOX 988, SAUGUS MA 01906,
8505	SAUGUS CREDIT UNION, ATTN: PAULINE BERGSTROM, 448 LINCOLN AVE BOX 1005,SAUGUS MA 01906,TEL:233-0010
1235	SHAMUT BANK NA GOVERNMENT CENTER OFFICE,ATTN: M. MONAHAN,1 CENTER PLAZA, BOSTON MA,,TEL:292-3603 OR 292-3324
1233	SHAMUT BANK SE, ATTN: MAIL DEPOSIT, 1 FEDERAL STREET, BOSTON MA 02211
1230	SHARON CREDIT UNION, 42 POND STREET, SHARON MA 02067
1232	SHAWMUT BANK N/A, MAIL DEPOSIT SECTION, P.O. BOX 15023, WORCESTER MA 01615-0023,CONTACT: MS.CURLEY, 508-793-4627
0362	SHAWMUT BANK, ATTN: DEBRA PARENT, P.O. BOX15023, WORCESTER MA 01615, TEL: (508) 991-3859
1237	SHAWMUT BANK, ATTN: MARIA MILLER, 545 PLEASANT ST, NEW BEDFORD MA 02740, TEL: (508) 991-2601
1236	SHAWMUT BANK,ATTN: DANNY DINH,61 HARRISON AVE,BOSTON MASS 02116,, TEL: 292-2711

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8800	SHAWMUT FIRST BANK & TRUST CO, PO BOX 307 E, LONGM EADOW MA 01028
8600	SHAWMUT HAMPSHIRE COUNTY BANK, ATTN: TOM OSBORN,11 AMITY STREET, AMHERST MA 01004
9200	SHAWMUT WORCESTER COUNTY, 799 WEST BOYLSTON ST, WO RCESTER MA 01608
8850	SHIRLEY COOPERATIVE BANK, ATTN: DAN CURTIS, 25 MAI N ST., SHIRLEY MA 01464,TEL:425-94 21
1234	SHIRLEY CREDIT UNION,ATTN: JEAN FERULLO,184-186 SH IRLEY AVE, REVERE MA 02151,,TEL:617-28 4-1550
1251	SHORE BANK & TRUST COMPANY, ATTN: JOHN STORM, 87 E LM ST., DANVERS MA 01923,, TEL: 508 -774-8600
8865	SHREWSBURY MUNICIPAL EMPLOYEES FEDERAL CREDIT UNIO N, ATTN: DORIS PACKARD,P.O. BOX 227,SHREWSBURY MA 01545,,TEL:825-6755
1365	SLADE FERRY TRUST,ATTN: JOANNE SANDER,100 SLADE'S FERRY AVE, SOMERSET MA 02726,,508-675-2121
1243	SNEM FEDERAL CREDIT UNION, ATTN: DONNA FOWLIE,10 O RCHARD CIRCLE, NORTHBORO MA 01532,, TELEPH ONE: 508-393-2203
1260	SOMERSET FEDERAL CREDIT UNION, ATTN: JOYCE MAGNO,7 40 COUNTRY STREET, SOMERSET MA 02726, , TEL: 5 08-678-2851
8868	SOMERSET SAVINGS BANK,ATTN:JEFF FOX,212 ELM ST,SOM ERVILLE MA 03144,,TEL: 625-6000X2029
1375	SOMERVILLE MUNICIPAL FEDERAL CREDIT UNION, ATTN: C USTOMER SERVICE, 236 HOLLAND ST, SOMERVILLE MASS 02144,, TEL -617-625-0898
8870	SOUTH BOSTON SAVINGS BANK, ATTN: JANE BABINE, 460 W BROADWAY ST, SOUTH BOSTON 02127, TEL: 61 7-268-2500 X252
8876	SOUTH SHORE BANK, ATTN: MAIL TELLER, 1400 HANCOCK ST., QUINCY MA 02169 ,, TEL: 617-847-3100

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8874	SOUTHBRIDGE CREDIT UNION, ATTN: MARY MENARD,205 MA IN ST, SOUTHBRIDGE MA 01550,, TEL: 508-765-5454
1255	SOUTHBRIDGE SAVINGS BANK, ATTN: KATHY SVEDBERG, 25 3 MAIN ST., SOUTHBRIDGE MA 01550,, TEL: 508-765-9103
8878	SOUTHERN MASS TELEPHONE WORKERS' CREDIT UNION, ATT N: PAT VIEIRA, 123 ALDEN RD., FAIRHAVEN MA 02719-4733,, TEL:508-994-9971
8875	SPENCER SAVINGS BANK,RUTLAND BANKING CENTER,RTE 12 2A, RUTLAND MA 01543
1376	SPRINGFIELD INSTITUTION FOR SAVINGS, ATTN: MAIL TE LLER,P.O. BOX 3034, SPRINGFIELD MA 01101,,TELEP HONE: 413-781-8000
1240	SPRINGFIELD MUNICIPAL EMPLOYEE CREDIT UNION, ATTN: SUSAN LEAVITT, 1030 WILBRAHAM RD.,SPRINGFIELD MA. 01109,,TEL:413 782-3161
1400	SPRINGFIELD TEACHERS CR. U., 145 INDUSTRY AVE, SPR INGFIELD MA 01104
1320	ST. ANNE CREDIT UNION,ATTN:BETH GETENBY,93 UNION S T.,NEW BEDFORD MA 02740,TEL: 508-993-0011
1250	ST. ANNE CREDIT UNION,286 OLIVER ST,FALL RIVER MA 02724
1330	ST. JEAN BAPTISTE FEDERAL CREDIT UNION, 1101 STAFF ORD RD.,FALL RIVER MASS 02721,,TEL: 508-672-657 5
1350	ST. JEANS C. U,527 WESTERN AVE,LYNN MA 01904
1275	ST. MICHAEL'S CREDIT UNION,1 MCDONOUGH SQUARE,LYNN MA 01905
8877	ST. MICHAEL'S FALL RIVER CREDIT UNION,ATTN: JOSEPH BONANCA, 60 GARSIDE ST., FALL RIVER MA 02720,, TEL: 508-674-3861
1300	STATE EMPLOYEES CREDIT UNION, ATTN: ELEANOR NALI, 2 BOYLSTON ST,BOSTON MA 02 116,,TEL:617-451-0980

CODE	TEXT
1402	STONEHAM COOP BANK,ATTN:JUDITH ENNIS,335 MAIN ST., STONEHAM MASS 02180,,TEL:438-0430
1401	STONEHAM MUNICIPAL EMPLOYEES FEDERAL C.U., ATTN: B RENDA WARD, 40 PINE ST, STONEHAM MA 021 80,, TEL: 617-438-3959
9001	TAUNTON FEDERAL CREDIT UNION, ATTN: ANN MC HAFFIE, 80 NEW STATE HIGHWAY,RAYNHAM MA 02767,, 508-824 -6466
1403	TELEPHONE WORKERS'S CREDIT UNION, ATTN: BRIAN LEAR Y, 100 HIGH ST, BOSTON MA 02110, TEL: 338-5 215
1405	TEWKSBURY MUNICIPAL FEDERAL CREDIT UNION, ATTN: KE N HOLDEN, 853 MAIN ST. RM 204, TEWKSB URY MA 01876,, TEL: 851-9750
1410	THE CAMBRIDGE TEACHERS FEDERAL CREDIT UNION,ATTN: ROBERT W GREENE, 459 BROADWAY ST,CAMBRIDGE M A 02238,TEL:492-3212
0310	THE COOPERATIVE BANK,ATTN:JOANNE CONE,125 NAGOG PARK, ACTON MA 01720,,TEL:508-635- 5000
0320	THE DIRECT FEDERAL CREDIT UNION, ATTN: DEBBIE MURP HY, 50 CABOT ST, NEEDHAM HEIGHTS MA 02194, T EL: 455-6500
6000	THE HINGHAM INSTITUTION FOR SAVINGS, 55 MAIN STREE T, HINGHAM MA 02043
9005	TI (TEXAS INSTRUMENTS) FEDERAL CREDIT UNION, ATTN: BARBARA COOK 607 PLEASANT ST., ATTLEBORO MA 027 03,,TEL: 508-222-8391
1500	TRIANGLE FEDERAL CREDIT UNION, ATTN: JOYCE HUTCHIN S,33 FRANKLIN ST, NASHUA N.H. 03060,,TEL:1-60 3-889-2470
9804	U MASS. FIVE COLLEGE FCU, ATTN: KATHRYN HUTCHINSON ,P.O. BOX 7000, AMHERST MA 01004,, TELEPHONE: 413- 545-2017
9890	UNIBANK FOR SAVINGS, ATTN: ELAINE O'CONNOR, PULASK I BOULEVARD, BLACKSTONE MA 01504,,TEL: (508) 883-4 120
9100	UNION NATIONAL BANK, 146 MAIN STREET PO BOX 38, EAST PEPPERELL MA 01437

CODE	TEXT
9110	UNITED COOPERATIVE BANK,ATTN: KIM MERRITT,95 ELM S T,W. SPRINGFIELD MA 01089,TEL:413-787-1700
1520	UNITED INDUSTRIAL FEDERAL CREDIT UNION, ATTN: JOHN MCSHERRY, 145 SOUTH ST.,BOSTON MASS 02111,,6 17-482-2382
9000	USTRUST/NORFOLK, ATTN: MARJORIE VORROSS,540 GRANIT E ST, BRAINTREE MA 02184,, TEL: 6 17-849-9710
1575	WAINWRIGHT BANK AND TRUST, ATTN: PATTY SASSO, 101 SUMMER STREET, BOSTON MA 02110, TEL: (617) 542-44 51
9155	WALPOLE COOPERATIVE BANK, ATTN: CARRE SULIVAN,980 MAIN ST, WALPOLE MA 02081,,TEL:668-1080
9150	WARREN FIVE CENTS SAVINGS BANK, 10 MAIN ST, PEABOD Y MA 01960
9152	WATERTOWN SAVINGS BANK,ATTN: CUSTOMER SERVICE,60 M AIN ST., WATERTOWN MA 02172,,TEL: 926-6600
9808	WEBSTER CREDIT UNION, ATTN: ROSALIE BEALS,1 NORTH STREET, WEBSTER MA 01570,, (508) 943-1433
9807	WEBSTER FIVE CENTS SAVINGS BANK, ATTN: BRIAN PERRY , 136 THOMPSON RD.,WEBSTER MA 01570, , TEL: 508-943-9401

CODE	TEXT
9154	WELLESLEY MUNICIPAL EMPLOYEES CREDIT UNION, ATTN: FRANCIS DAY, 180 LINDEN ST. WELLESLEY MA 02181, ,TEL: 617-235-0503
9157	WEMELCO,P.O. BOX 2010, W. SPRINGFIELD MA 01090,
1620	WEST NEWTON SAVINGS BANK,ATTN: JENNIFER HALL,1314 WASHINGTON ST. WEST NEWTON MA 02165,,TEL: 244-2000
1610	WESTERN COMMERCE BANK,ATTN: RITA NEAL,10 WEST ADAMS, LOVINGTON N. MEXICO 88260,,505-396-2831
1601	WESTERN MASSACHUSETTS FEDERAL CREDIT UNION, 129 CHURCH STREET, CHICOPEE MA 01020
9176	WESTERN MASSACHUSETTS TELEPHONE WORKERS CREDIT UNION, ATTN: PAYROLL DEPT P.O. BOX 3009,SPRINGFIELD MA 01101-3009,,TEL: 413-739-6961
1650	WESTFIELD SAVINGS BANK,ATTN: WALTER BURRAN, 141 ELM STREET, WESTFIELD MA 01086 , TEL: 1-(413) 568-1911
1600	WESTMAS C.U.
9175	WHITINSVILLE SAVINGS BANK, PULASKI BLVD, BLACKSTONE MA 01504
9177	WILLIMANSETT CREDIT UNION,ATTN: LAURA,732 CHICOPEE ST, CHICOPEE MA 01020,,TEL:413-533-4075
9801	WINCENDON SAVINGS BANK, ATTN: DONNA RONCO,112 CENTRAL STREET, WINCHENDON MA 01475,, TEL: 267-0260
9806	WINCHESTER COOPERATIVE BANK, ATTN: JEANNE PETERSON , 19 CHURCH ST,WINCHESTER MA 01890,, TEL:929-3620
9889	WINCHESTER SAVINGS BANK, ATTN: BARBARA O'BRIEN, 661 MAIN ST., WINCHESTER MA 01890,,TEL: 617-729-2130
9185	WINTERHILL FEDERAL SAVINGS & LOAN ASSOC, ATTN: EDWARD SOUSA, 5 CUTTER AVE,SOMERVILLE MA 02144,, TEL:666-2022

CODE	TEXT
9160	WINTHROP FEDERAL CREDIT UNION, ATTN: PHYLLIS TODISCO, 50 SOMERSET AVE, WINTHROP MA 02152,,TEL#: 846-1226
9805	WINTHROP SAVINGS BANK, ATTN: ROSE FORCILLO,24 BARTLETT RD, WINTHROP MA 02152,,TEL:617-846-9200
9809	WOBURN MUNICIPAL EMPLOYEES FEDERAL CREDIT UNION,ATTN: E. JIRARDI, 8 CEDAR ST., WOBURN MA 01801,, TEL: 933-2600
1950	WOLLASTON CREDIT UNION, 651 HANCOCK ST, QUINCY MA 02169,, TEL#773-3500
1700	WORCESTER COUNTY EMPLOYEES C. U, 2 MAIN ST COURT HOUSE, WORCESTER MA 01608
9186	WORCESTER COUNTY INST. FOR SAVINGS, ATTN: CUSTOMER SERVICE, 365 MAIN ST., WORCESTER MA 01608,, TEL: 508-831-4000
0691	WORCESTER COUNTY INSTITUTE FOR SAVINGS,ATTN: MELANIE AEPANO, 1 MAIN STREET,LEOMINSTER MA 01453,
9188	WORCESTER MUNICIPAL EMPLOYEES CREDIT UNION,ATTN: LYNN COFSKE, 520 WEST BOYLSTON ST,WORCESTER MA 01606,,TEL:508-853-9966
0526	WORKERS CREDIT UNION, ATTN: PAYROLL DEPT, P.O. BOX 900, FITCHBURG MA 01420,
2000	WORKERS CREDIT UNION,815 MAIN ST, FITCHBURG MA 01420

Forms Appendix
Forms Needed For PMIS Functions

This appendix contains filled-out samples of the forms you will need to complete your PMIS tasks. Use them as examples for your own work. They are listed and arranged in order of their mention in the Manual.

Function	Form
OMIS UAID application	Office of Management Information Systems Request For System Access
PMIS Password application	PMIS Security Request Form (Red pen required)
Register an Account Appoint an Employee	Forms 1, 2 and 3 Instructions for these forms are included with the forms themselves.
Enter Attendance and Payroll Exceptions	Time Log
Enroll an employee or contracted employee in the Direct Deposit program	Direct Deposit Authorization Form
Receipt Voucher (Employee)	Form CD-29-A (Five-part form) We have completed the first page of this form. You need to place carbon paper between the sheets and write heavily in ball point pen to complete all five sheets. Directions on where to send each sheet are part of the form.
Special Payroll request	Payroll Account Summary, Form CD-15-A
Receipt Voucher (Contractor)	Contract Backout Input Form
Enroll an employee in the Savings Bond program	Savings Bond Payroll Enrollment Form

Differentiate between contracted employees and independent contractors	IRS Form SS8
MMARS forms used in receipt voucher procedures	ER and CR

OFFICE OF MANAGEMENT INFORMATION SYSTEMS
REQUEST FOR SYSTEM ACCESS

DATE:_____

NATURE OF REQUEST
- ☐ Assign UAID
- ☐ Change existing selections
- ☐ Delete UAID from system
- ☐ Reactivate UAID

UNIVERSAL ACCESS ID:_____

PERSON TO BE AUTHORIZED: NAME: FIRST_____
LAST_____
M. INITIAL_____

MMARS DEPT. CODE:_____ AGENCY PAY ORG:_____ S.S. NO.:_____
CHARGEBACK ACCOUNT NO.:_____ AGENCY NO.:_____ DIVISION:_____

TYPE OF USER (Employee, Consultant, Temporary):_____
If Consultant or Temporary indicate dates access is to be allowed (MM/DD/YY).
START:_____ END:_____
JOB DESCRIPTION (Ex. User, Programmer, Manager):_____

OMIS MENU SELECTIONS(Select with an X)

☐ ACCOCSYS	☐ COMPLETT	☐ MASSLINK (F)	☐ RMVA (O)
☐ CA7	☐ COMPLETW (O)	☐ MIPSP1	☐ SUNVRO
☐ CAPICS (O)	☐ CONNECT (F)	☐ MIPSP2	☐ TSO
☐ CAPS (F)	☐ ELIPSYS (O)	☐ MPRS (O)	☐ UMS (O)
☐ CICS1	☐ IMAGINE (F)	☐ PARIS (P)	☐ UVHEALTH (O)
☐ CICS99	☐ MMARS (F)	☐ PARISTST (O)	☐ OTHER (PIC)
☐ CICSTEST	query or update ?	☐ PMIS (F)	
☐ CICSTST2		☐ PROD	

Note: F = Attach appropriate form(s)
O = Owner approval required
PIC = Put in comments section
P = If only applying for PARIS access, please send this form along with the PARIS Access Request form to the Comptroller's Security Office.

COMMENTS:_____
_____

SECURITY ADMINISTRATOR (Print) NAME:_____
TELEPHONE NO.:_____

SECURITY ADMINISTRATOR'S
SIGNATURE:_____ DATE:_____

Please return completed form to:
Information Security, Department 70
One Ashburton Place, Room 801
Boston, MA 02108
(617) 973-0901
FAX: (617) 727-3766

IS-SA-1(09/93)

PMIS SECURITY REQUEST FORM

Directions :

1. Please use Red pen when completing this 2-sided form.

2. On the REVERSE side of this page place an 'X' beside each subsystem and each function within that subsystem to which this employee should have access. If this employee should have access to all functions within that subsystem, only check off 'ALL OF THE ABOVE' within that subsystem.

3. If an employee should have LEVEL II security access, place an 'X' in LEVEL II BOX (Remember. Level II is the highest level of security and should only be used for Management, Personnel Directors and their Assistants).

4. PMIS coordinators must sign, date and enter phone # on this form. Only PMIS coordinators signatures will be accepted. (No Photocopy of signature will be accepted)

FULL NAME _____ AGENCY # _____ SSN# _____

PMIS USER ID _____ UAID _____ LEVEL II ☐

Please check off the type of Security Request needed:

- ☐ NEW ID
- ☐ DELETION OF ID
- ☐ ADDITIONAL AGENCY ACCESS
  (Enter Additional Agency numbers on Agency line above)
- ☐ DELETION OF AGENCY ACCESS
  (Enter Agencies to be deleted on Agency line above)
- ☐ ADDITIONS OF FUNCTIONS
- ☐ DELETIONS OF FUNCTIONS
- ☐ ADDITIONS OF SUBSYSTEMS
- ☐ DELETIONS OF SUBSYSTEMS

Signature of PMIS Coordinator	Date ___/___/___	Telephone #
CTR Use	Date ___/___/___	

__01 **PROGRAM BUDGETING**
__01 MODIFY DEFAULT PROGRAM CODES
__02 VIEW DEFAULT PROGRAM CODES

__04 **AGENCY POSITION SUBSYSTEM**
__01 VIEW POSITION TITLE
__02 VIEW POSITION
__03 VIEW POSITION HISTORY
__04 VIEW CONDENSED HISTORY
__05 ADD OR MODIFY POSITION DATA
__06 MODIFY POSITION RESERVATION
__07 MODIFY FORM IR
__08 CREATE POSITION RESERVATION
__09 CREATE OR INACTIVATE PART-TIME POSITION
__10 CREATE FORM IR
__11 SET, MODIFY OR RELEASE DEPARTMENT POSITION FLAG
__12 EEO AA ACTION REPORT
__13 CIVIL SERVICE FORM LETTER
__14 REJECTION FORM LETTER
__15 DEACTIVATE POSITION RESERVATION
__16 TRANSFER POSITION
__17 ESTABLISH THE POOL OF POSITION
__18 DETAILED POSITION ROSTER
__19 VIEW DPA CERTIFICATION NEWS
__ ALL OF THE ABOVE

__05 **EMPLOYEE SUBSYSTEM**
__01 APPOINT EMPLOYEE
__02 PROMOTE . DEMOTE OR TRANSFER
__03 ONE - DAY ACTIONS
__04 TERMINATION
__05 LEAVE OF ABSENCE
__06 VIEW EMPLOYEE PERSONAL DATA
__07 VIEW EMPLOYEE DEDUCTIONS - PAGE 1
__08 VIEW EMPLOYEE DEDUCTIONS - PAGE 2
__09 VIEW EMPLOYEE LEAVE BALANCES & DATES
__10 MODIFY EMPLOYEE PERSONAL DATA
__11 MODIFY EMPLOYEE DEDUCTION - PAGE 1
__12 MODIFY EMPLOYEE DEDUCTION - PAGE 2
__13 MODIFY EMPLOYEE LEAVE BALANCE & DATES
__14 SALARY Modification
__15 EMPLOYEE DATA MODIFICATION
__16 VIEW EMPLOYEE HISTORY RECORD
__17 VIEW CONDENSED HISTORY RECORD
__19 CANCEL MODIFY OR INSERT HISTORY RECORDS
__19 CHANGE SOCIAL SECURITY NUMBER
__20 VIEW EMPLOYEE POSITION
__21 VIEW EMPLOYEE YTD AMOUNTS
__22 EMPLOYEE NAME SEARCH
__23 VIEW DIRECT DEPOSIT DATA
__24 MODIFY DIRECT DEPOSIT
__25 PERFORMANCE MANAGEMENT SYSTEM
__27 VIEW GIC COVERAGE
__ MODIFY GIC COVERAGE
__28 VIEW DEFAULT SCHEDULES
__ ALL OF ABOVE

__06 **PAYROLL SUBSYSTEM**
__01 ENTER WEEKLY ATTENDANCE EXCEPTIONS
__02 ENTER WEEKLY PAYROLL EXCEPTIONS
__03 ENTER SPECIAL PAYROLL DATA
__04 ENTER RECEIPT VOUCHER ADJUSTMENTS
__05 ENTER PRIOR PERIOD ATTEND EXCEPTIONS
__11 VIEW ATTENDANCE EXCEPTION
__12 VIEW PAYROLL EXCEPTIONS
__13 VIEW SPECIAL PAYROLL DATA
__14 VIEW RECEIPT VOUCHER
__17 SICK LEAVE UTILIZATION REVIEW SYSTEM
__22 UPDATE HOLIDAY PAY BY AGENCY
__ ALL OF THE ABOVE

__07 **FISCAL SUBSYSTEM**
__01 VIEW ACCOUNT BALANCES
__02 VIEW ACCOUNT ESTIMATES
__03 VIEW PERSONNEL AUTHORIZATION AND PROJECTIONS
__04 MODIFY ACCOUNT BALANCES
__05 MODIFY ACCOUNT ESTIMATE
__08 VIEW AN ACCOUNT
__09 ACTIVATE OR DEACTIVATE AN ACCOUNT
__ ALL OF THE ABOVE

__10 **CONTRACTOR SUBSYSTEM**
__01 ADD CONTRACT DATA FOR CURRENT FISCAL YEAR
__02 MODIFY CONTRACT FOR CURRENT/NEXT FY
__03 LIST CONTRACTORS IN AGENCY
__04 EXCEPTION POSITIONING-CONTRACT FOR CURRENT/NEXT FISCAL YEAR
__05 RECEIPT VOUCHER FUNCTION
__06 VIEW LISTING OF EMPLOYEE CONTRACTS
__07 VIEW PAYROLL HISTORY
__08 VIEW RECEIPT VOUCHER FUNCTION
__09 ADD CONTRACT DATA FOR NEXT FY
__ ALL OF THE ABOVE

__12 **SAVINGS BOND SUBSYSTEM**
__01 ADD/MODIFY SAVINGS BOND DEDUCTION DATA
__02 ADD/MODIFY SAVINGS BOND OWNER DATA
__03 MODIFY OWNER-PURCHASE SEQUENCE
__11 VIEW SAVINGS BOND DEDUCTION DATA
__12 VIEW SAVINGS BOND OWNER DATA
__13 REVIEW REFUND DATA
__ ALL OF THE ABOVE

__14 **EPRS SUBSYSTEM**
__01 VIEW EPRS REVIEW DATA
__02 ENTER/MODIFY EPRS REVIEW DATA
__03 CREATE ACTIVE EPRS RECORD
__04 INACTIVATE EPRS RECORD
__ ALL OF THE ABOVE

__16 **FURLOUGH SUBSYSTEM**

REFERENCE FILE
DATA ENTRY FORMS

AGENCY NAME: Fun Department

DEPARTMENT CODE: Fun 999

EEO-F: 12 (EQUAL EMPLOYMENT OPPORTUNITY FUNCTION)

PSC: 0790 (PERSONNEL STATISTICS CODE)

SIC: 0890 (STANDARD INDUSTRIAL CODE)

DES LOC CODE: 051 (DIVISION OF EMPLOYMENT SECURITY CODE)

PLEASE NOTE:

FORM 1, 2, and 3 MUST BE SENT TO THE COMPTROLLER'S OFFICE, MICHAEL WELD, FOR ENTRY ON MMARS AND PMIS.

ATTACHMENTS:
FORM 1 - ACCOUNT NUMBER(S)
FORM 2 - ACCOUNT REGISTRATION
FORM 3 - DIVISION NUMBER(S)

FOR PMIS USE ONLY

DEPARTMENT NUMBER: 99

FORM 1 - ACCOUNT NUMBER(S)

Form 1 will be used to list each agency's account numbers, noting Federal and State accounts separately. For each account number (an account may be either an appropriation or an allocation of an appropriation) the agency must provide the following information:

EEO-F:	A two digit code identifying the Equal Employment Opportunity Function Code. This code will be assigned by PMIS.
AGENCY #:	The three-digit code currently assigned to an agency by the Comptroller's Office.
PAYORG:	The four-digit organization code assigned by an agency and approved by the Comptroller's Office.
PSC:	A four-digit code identifying the Personnel Statistics Code of the appropriation. This code will be assigned by PMIS.
TEXT:	Name and purpose of the account as designated on the ASTA table (maximum 100 characters).

FORM 2 - ACCOUNT REGISTRATION

ACCOUNT ID:

State	- 01
Federal	- 02
Trust	- 03
Bond (Capital)	- 04

PLEASE NOTE: FORM 1 AND 2 MUST HAVE COMPTROLLER'S APPROVAL.
CONTACT - MICHAEL WELD @ 727-5000.

FORM 1 - ACCOUNT NUMBER(S)

ACCOUNT NUMBER	EEO-F	TEXT
9999-9999	12	Fun Dept. Administrative Costs

AGENCY#	PAYORG	PSC
999	1000	0790

ACCOUNT NUMBER	EEO-F	TEXT

AGENCY#	PAYORG	PSC

ACCOUNT NUMBER	EEO-F	TEXT

AGENCY#	PAYORG	PSC

ACCOUNT NUMBER	EEO-F	TEXT

AGENCY#	PAYORG	PSC

AGENCY SIGNATURE

COMPTROLLER'S APPROVAL

FORM 2 - ACCOUNT REGISTRATION

AGENCY NUMBER: Fun 999 DEPARTMENT/PAYORG: 1000

ACCOUNT NUMBER 9999-9999

CURRENT FY 1994

ACCOUNT ID 2

CURRENT FY/FROM DATE (1st Sunday of FY) 6|27|93

CURRENT FY/TO DATE (Last Saturday of FY) 6|25|94

CURRENT FY/NUMBER OF PAYMENT WEEKS 52

NEXT FY/FROM DATE 6|26|94

NEXT FY/TO DATE 6|24|95

NEXT FY/NUMBER OF PAYMENT WEEKS 52

NEXT SUBSEQUENT FY/FROM DATE 6|25|95

NEXT SUBSEQUENT FY/TO DATE 6|29|96

NEXT SUBSEQUENT FY/NUMBER OF PAYMENT WEEKS 53

FOR PMIS USE ONLY

DEPARTMENT NUMBER: 99

FORM 3 - DIVISION NUMBER(S)

Form 3 will be used to assign specific division numbers to a Payorg. These codes will be determined by the agency. Accuracy is important since paychecks and weekly timelogs are sorted by Division Number.

For each Division Number, the agency must give the following information:

DIVISION NUMBER:	The four-digit code used to designate specific location of each Payorg.
SIC:	A four-digit code, the Standard Industrial Code, used in reporting to the Federal Government. This code will be assigned by PMIS.
TEXT:	Location or description of division number reference.
AGENCY NUMBER:	The three-digit code assigned by the Comptroller.
PAYORG:	The four-digit code assigned by an agency and approved by the Comptroller's Office.
DES LOC CODE:	A three-digit code, Division of Employment Security Code, used in conjunction with the SIC Code in reporting to the Federal Government. This code will be assigned by PMIS.

Helpful

FORM 3 - DIVISION NUMBER(S)

DIVISION NUMBER	SIC	TEXT
9999	0890	FUN DEPT.
AGENCY# PAYORG	DES LOC	ADMINISTRATIVE COSTS
999 1000	051	

DIVISION NUMBER	SIC	TEXT
AGENCY# PAYORG	DES LOC	

DIVISION NUMBER	SIC	TEXT
AGENCY# PAYORG	DES LOC	

DIVISION NUMBER	SIC	TEXT
AGENCY# PAYORG	DES LOC	

DIVISION NUMBER	SIC	TEXT
AGENCY# PAYORG	DES LOC	

FORM 1 - ACCOUNT NUMBER(S)

ACCOUNT NUMBER _____ EEO-F _____ TEXT _____

AGENCY# _____ PAYORG _____ PSC _____ _____

ACCOUNT NUMBER _____ EEO-F _____ TEXT _____

AGENCY# _____ PAYORG _____ PSC _____ _____

ACCOUNT NUMBER _____ EEO-F _____ TEXT _____

AGENCY# _____ PAYORG _____ PSC _____ _____

ACCOUNT NUMBER _____ EEO-F _____ TEXT _____

AGENCY# _____ PAYORG _____ PSC _____ _____

_____
AGENCY SIGNATURE

_____
COMPTROLLER'S APPROVAL

FORM 2 - ACCOUNT REGISTRATION

AGENCY NUMBER:_____ DEPARTMENT/PAYORG:_____

ACCOUNT NUMBER _____

CURRENT FY _____

ACCOUNT ID _____

CURRENT FY/FROM DATE _____

CURRENT FY/TO DATE _____

CURRENT FY/NUMBER OF PAYMENT WEEKS _____

NEXT FY/FROM DATE _____

NEXT FY/TO DATE _____

NEXT FY/NUMBER OF PAYMENT WEEKS _____

NEXT SUBSEQUENT FY/FROM DATE _____

NEXT SUBSEQUENT FY/TO DATE _____

NEXT SUBSEQUENT FY/NUMBER OF PAYMENT WEEKS _____

FOR PMIS USE ONLY

DEPARTMENT NUMBER:_____

FORM 3 - DIVISION NUMBER(S)

DIVISION NUMBER _____ SIC ____ TEXT _____

AGENCY# _____ PAYORG _____ DES LOC ____ _____

DIVISION NUMBER _____ SIC ____ TEXT _____

AGENCY# _____ PAYORG _____ DES LOC ____ _____

DIVISION NUMBER _____ SIC ____ TEXT _____

AGENCY# _____ PAYORG _____ DES LOC ____ _____

DIVISION NUMBER _____ SIC ____ TEXT _____

AGENCY# _____ PAYORG _____ DES LOC ____ _____

DIVISION NUMBER _____ SIC ____ TEXT _____

AGENCY# _____ PAYORG _____ DES LOC ____ _____

DIVISION
9999 FUN

SSN / TITLECD / BARG-UNIT	NAME / EAO	TYP HRS / AUTH HRS	SUN	MON	TUE	WED	THU	FRI	SAT	PAYROLL EXCEPTIONS	LEAVE BALANCES
000-00-0000	DOE JANE M	REG		7.500	7.500	7.500	7.500	7.500		SDF	BVD
										ARD	VAC 31.250
14R07	-	37.50									SIC 37.500
06											PER 15.000
											COM 14.250
											PLC
		REG		7.500	7.500	7.500	7.500	7.500		SDF	BVD
										ARD	VAC 257.500
12R01											SIC 1133.700
	1103-1001	37.50									PER
06											COM
											PLC
		REG		7.500	7.500	7.500	7.500	7.500		SDF	BVD
										ARD	VAC 87.500
14R07											SIC 50.250
	1103-1001	37.50									PER
06											COM
											PLC
		REG		7.500	7.500	7.500	7.500	7.500		SDF	BVD
										ARD	VAC 25.000
04MF0											SIC 28.125
	-	37.50									PER 15.000
M99											COM
											PLC
		REG		7.500	7.500	7.500	7.500	7.500		SDF	BVD
										ARD	VAC 272.500
10R05											SIC 173.635
	1103-1001	37.50									PER
06											COM
											PLC
		REG		7.500	7.500	7.500	7.500	7.500		SDF	BVD
										ARD	VAC 11.250
10R05											SIC 11.250
	1103-1001	37.50									PER 4.000
06											COM
											PLC

COMMONWEALTH OF MASSACHUSETTS
TREASURER AND RECEIVER GENERAL
JOSEPH D. MALONE

01-Employee
03-Contracted Employee

SEPH D. MALONE
rer & Receiver General

PAYROLL DIRECT DEPOSIT AUTHORIZATION
AS EASY AS 1 - 2 - 3

FIRST NAME	LAST NAME	EMPLOYEE TYPE (circle one) "01" or "03"	DEPT NO.	EMP. NO.	SOCIAL SECURITY NO.
JANE	DOE			098	123-45-6789

DIRECT DEPOSIT IS AS EASY AS 1 - 2 - 3

READ AND FOLLOW INSTRUCTIONS 1 - 2 & 3, BELOW:

1. ATTACH A VOIDED BANK CHECK HERE:

ATTACH VOIDED BANK CHECK HERE

2. FILL IN THE FOLLOWING ONLY IF A CHECK IS NOT ATTACHED ABOVE (in step 1):

A. Bank Name: BANK OF BOSTON

B. Account Type (check appropriate box): Checking/NOW [X] Savings [ ]

C. Bank Transit Routing Number: 0 1 1 0 0 0 3 9 0

D. Account Number (include any dashes and spaces): 4 5 6 6 0 7 3

3. SIGN AND RETURN TO YOUR PAYROLL SUPERVISOR

"I HEREBY AUTHORIZE MY EMPLOYER THROUGH THE STATE TREASURER TO DEPOSIT MY NET PAY TO MY ACCOUNT AT THE ABOVE NAMED BANK. MY EMPLOYER THROUGH THE STATE TREASURER IS ALSO AUTHORIZED TO DEBIT MY ACCOUNT. TO ADJUST ANY OVER DEPOSIT WHICH IT HAS CAUSED TO BE MADE TO MY ACCOUNT. I WILL NOT HOLD MY BANK LIABLE FOR ANY ERRONEOUS DEPOSITS OR ADJUSTMENTS BY MY EMPLOYER THROUGH THE STATE TREASURER. THIS AUTHORIZATION MAY BE CANCELLED BY THE STATE TREASURER AT ANY TIME OR BY THE EMPLOYEE WITH 30 DAYS WRITTEN NOTICE TO THE PAYROLL SUPERVISOR."

Employee Signature: Jane Doe Date: 3/1/94 Employee Work Phone Number: X338

JOSEPH D. MALONE
Treasurer & Receiver General

COMMONWEALTH OF MASSACHUSETTS
TREASURER AND RECEIVER GENERAL
JOSEPH D. MALONE

PAYROLL DIRECT DEPOSIT AUTHORIZATION
AS EASY AS 1 - 2 - 3

FIRST NAME	LAST NAME	EMPLOYEE TYPE (circle one) "01" or "03"	DEPT NO.	EMP. NO.	SOCIAL SECURITY NO.

DIRECT DEPOSIT IS AS EASY AS 1 - 2 - 3

READ AND FOLLOW INSTRUCTIONS 1 - 2 & 3, BELOW:

1. ATTACH A VOIDED BANK CHECK HERE:

ATTACH VOIDED BANK CHECK HERE

2. FILL IN THE FOLLOWING ONLY IF A CHECK IS NOT ATTACHED ABOVE (in step 1):

A. Bank Name:

B. Account Type (check appropriate box):
Checking/NOW ☐ Savings ☐

C. Bank Transit Routing Number:

D. Account Number (include any dashes and spaces):

3. SIGN AND RETURN TO YOUR PAYROLL SUPERVISOR

"I HEREBY AUTHORIZE MY EMPLOYER THROUGH THE STATE TREASURER TO DEPOSIT MY NET PAY TO MY ACCOUNT AT THE ABOVE NAMED BANK. MY EMPLOYER THROUGH THE STATE TREASURER IS ALSO AUTHORIZED TO DEBIT MY ACCOUNT, TO ADJUST ANY OVER DEPOSIT WHICH IT HAS CAUSED TO BE MADE TO MY ACCOUNT. I WILL NOT HOLD MY BANK LIABLE FOR ANY ERRONEOUS DEPOSITS OR ADJUSTMENTS BY MY EMPLOYER THROUGH THE STATE TREASURER. THIS AUTHORIZATION MAY BE CANCELLED BY THE STATE TREASURER AT ANY TIME OR BY THE EMPLOYEE WITH 30 DAYS WRITTEN NOTICE TO THE PAYROLL SUPERVISOR."

Employee Signature:_____ Date:_____

Employee Work Phone Number:_____

Form CD-29A 15M-11-79-152337

1

TREASURY DEPARTMENT

The Commonwealth of Massachusetts
PAYROLL REFUND RECEIPTS VOUCHER

To the Treasurer and Receiver-General:

I hereby certify under the penalties of perjury that from 02/14 1993 to 02/20 1993 collections, on account of overpayments, have been made from employees in the amount of (col. 3) 500.00

New checks should be issued to these employees as indicated (col. 4) 0.00

Net Collections from Employees (col. 5) 500.00

The amounts credited to the following funds because of the over-payments should be cancelled, and you are authorized to charge the funds in the amounts shown:

State Employees' Annuities Fund (col. 6) 50.00

Federal Withholding Tax Fund (col. 7) 100.00

State Withholding Tax Fund (col. 8) 50.00

Total Refund (col. 9) to be credited as indicated below 700.00

Signed Jane Doe
Agency Head or Authorized Agent

February 25, 1993

Spending Agency XYZ

Agency Voucher No. ER

Fund

Receipt Account No. 2485-93-01-12

Account Name Program ABC

Checks 500.00

Cash

Total (col. 3) 500.00

TIME STAMP

Adams Smith
727- XXX

(1) FROM WHOM RECEIVED	(2) EXPLANATION	(3) AMOUNT RECEIVED	(4) NEW CHECKS DUE EMPLOYEES	REFUND (5) NET FROM EMPLOYEES (3) MINUS (4)	(6) CHARGE ANNUITIES FUND	(7) CHARGE FEDERAL W/T FUND	(8) CHARGE STATE W/T FUND	(9) TOTAL REFUND (5) + (6) + (7) + (8)
Maria XYZAR SSN# 000-00-1111 State Account #0000-0000	Employee did not work 2/14-2/20 1993	500.00	-	500.00	ALT 50.00	100.00	50.00	700.00
					ALT			
		500.00	-	500.00	50.00	100.00	50.00	700.00

CREDIT ACTIVITY ACCOUNT 0000-0000 AA OBJECT CODE A01 $ 700.00

_____ $_____

_____ $_____

CREDIT RECEIPT ACCOUNT _____ MISC. INCOME $_____

Form CD-29A 15M-11-79-152357

2

COMPTROLLER'S DIVISION

The Commonwealth of Massachusetts
PAYROLL REFUND RECEIPTS VOUCHER

To the Treasurer and Receiver-General:

I hereby certify under the penalties of perjury that from 02/14 1993 to 02/20 1993 collections, on account of overpayments, have been made from employees in the amount of (col. 3) 500.00

New checks should be issued to these employees as indicated (col. 4) 0.00

Net Collections from Employees (col. 5) 500.00

The amounts credited to the following funds because of the over-payments should be cancelled, and you are authorized to charge the funds in the amounts shown:

State Employees' Annuities Fund (col. 6) 50.00

Federal Withholding Tax Fund (col. 7) 100.00

State Withholding Tax Fund (col. 8) 50.00

Total Refund (col. 9) to be credited as indicated below 700.00

Signed Jane Doe
Agency Head or Authorized Agent

February 25, 1993

Spending Agency XYZ

Agency Voucher No. ER

Fund

Receipt Account No. 2485-93-01-12

Account Name Program ABC

Checks 500.00

Cash

Total (col. 3) 500.00

TIME STAMP

Adams Smith
727- XXX

(1) FROM WHOM RECEIVED	(2) EXPLANATION	(3) AMOUNT RECEIVED	(4) NEW CHECKS DUE EMPLOYEES	REFUND (5) NET FROM EMPLOYEES (3) MINUS (4)	(6) CHARGE ANNUITIES FUND	(7) CHARGE FEDERAL W/T FUND	(8) CHARGE STATE W/T FUND	(9) TOTAL REFUND (5) + (6) + (7) + (8)
Maria XYZAR SSN# 000-00-1111 State Account #0000-0000	Employee did not work 2/14-2/20 1993	500.00	-	500.00	ALT 50.00	100.00	50.00	700.00
					ALT			
		500.00	-	500.00	50.00	100.00	50.00	700.00

CREDIT ACTIVITY ACCOUNT 0000-0000 AA OBJECT CODE A01 $ 700.00

$

$

CREDIT RECEIPT ACCOUNT MISC INCOME $

3

Form CD-29A 15M-11-79-152357

RETIREMENT BOARD

The Commonwealth of Massachusetts
PAYROLL REFUND RECEIPTS VOUCHER

February 25, 1993

To the Treasurer and Receiver-General:

I hereby certify under the penalties of perjury that from 02/14 1993 to 02/20 1993 collections, on account of overpayments, have been made from employees in the amount of (col. 3) 500.00

New checks should be issued to these employees as indicated (col. 4) 0.00

Net Collections from Employees (col. 5) 500.00

The amounts credited to the following funds because of the over-payments should be cancelled, and you are authorized to charge the funds in the amounts shown:

State Employees' Annuities Fund (col. 6) 50.00

Federal Withholding Tax Fund (col. 7) 100.00

State Withholding Tax Fund (col. 8) 50.00

Total Refund (col. 9) to be credited as indicated below 700.00

Signed Jane Doe
Agency Head or Authorized Agent

Spending Agency XYZ

Agency Voucher No. ER

Fund

Receipt Account No. 2485-93-01-12

Account Name Program ABC

Checks 500.00

Cash

Total (col. 3) 500.00

TIME STAMP

Adams Smith
727- XXX

(1) FROM WHOM RECEIVED	(2) EXPLANATION	(3) AMOUNT RECEIVED	(4) NEW CHECKS DUE EMPLOYEES	REFUND (5) NET FROM EMPLOYEES (3) MINUS (4)	(6) CHARGE ANNUITIES FUND	(7) CHARGE FEDERAL W/T FUND	(8) CHARGE STATE W/T FUND	(9) TOTAL REFUND (5) + (6) + (7) + (8)
Maria XYZAR SSN# 000-00-1111 State Account #0000-0000	Employee did not work 2/14-2/20 1993	500.00	-	500.00	ALT 50.00	100.00	50.00	700.00
					ALT			
		500.00	-	500.00	50.00	100.00	50.00	700.00

CREDIT ACTIVITY ACCOUNT 0000-0000 AA OBJECT CODE A01 $ 700.00

_____ _____ $ _____

_____ _____ $ _____

CREDIT RECEIPT

Form CD-29A 15M-11-79-152357

4

TREASURY DEPARTMENT

The Commonwealth of Massachusetts
PAYROLL REFUND RECEIPTS VOUCHER

February 25, 1993

To the Treasurer and Receiver-General:

I hereby certify under the penalties of perjury that from 02/14 1993 to 02/20 1993 collections, on account of overpayments, have been made from employees in the amount of (col. 3) 500.00

New checks should be issued to these employees as indicated (col. 4) 0.00

Net Collections from Employees (col. 5) 500.00

The amounts credited to the following funds because of the over-payments should be cancelled, and you are authorized to charge the funds in the amounts shown:

State Employees' Annuities Fund (col. 6) 50.00

Federal Withholding Tax Fund (col. 7) 100.00

State Withholding Tax Fund (col. 8) 50.00

Total Refund (col. 9) to be credited as indicated below 700.00

Signed Jane Doe
Agency Head or Authorized Agent

Spending Agency XYZ

Agency Voucher No. ER

Fund

Receipt Account No. 2485-93-01-12

Account Name Program ABC

Checks 500.00

Cash

Total (col. 3) 500.00

TIME STAMP

Adams Smith
727- XXX

(1) FROM WHOM RECEIVED	(2) EXPLANATION	(3) AMOUNT RECEIVED	(4) NEW CHECKS DUE EMPLOYEES	REFUND (5) NET FROM EMPLOYEES (3) MINUS (4)	(6) CHARGE ANNUITIES FUND	(7) CHARGE FEDERAL W/T FUND	(8) CHARGE STATE W/T FUND	(9) TOTAL REFUND (5)+(6)+(7)+(8)
Maria XYZAR SSN# 000-00-1111 State Account #0000-0000	Employee did not work 2/14-2/20 1993	500.00	-	500.00	ALT 50.00	100.00	50.00	700.00
					ALT			
		500.00	-	500.00	50.00	100.00	50.00	700.00

CREDIT ACTIVITY ACCOUNT 0000-0000 AA OBJECT CODE A01 $ 700.00

_____ $ _____

_____ $ _____

CREDIT RECEIPT ACCOUNT _____ MISC. INCOME $

Form CD-29A 15M-11-79-152357

5 AGENCY OR INSTITUTION

The Commonwealth of Massachusetts
PAYROLL REFUND RECEIPTS VOUCHER

To the Treasurer and Receiver-General:

I hereby certify under the penalties of perjury that from 02/14 1993 to 02/20 1993 collections, on account of overpayments, have been made from employees in the amount of (col. 3) 500.00

New checks should be issued to these employees as indicated (col. 4) 0.00

Net Collections from Employees (col. 5) 500.00

The amounts credited to the following funds because of the over-payments should be cancelled, and you are authorized to charge the funds in the amounts shown:

State Employees' Annuities Fund (col. 6) 50.00

Federal Withholding Tax Fund (col. 7) 100.00

State Withholding Tax Fund (col. 8) 50.00

Total Refund (col. 9) to be credited as indicated below 700.00

Signed Jane Doe
Agency Head or Authorized Agent

February 25, 1993

Spending Agency XYZ

Agency Voucher No. ER

Fund

Receipt Account No. 2485-93-01-12

Account Name Program ABC

Checks 500.00

Cash

Total (col. 3) 500.00

TIME STAMP

Adams Smith
727- XXX

(1) FROM WHOM RECEIVED	(2) EXPLANATION	(3) AMOUNT RECEIVED	(4) NEW CHECKS DUE EMPLOYEES	REFUND (5) NET FROM EMPLOYEES (3) MINUS (4)	(6) CHARGE ANNUITIES FUND	(7) CHARGE FEDERAL W/T FUND	(8) CHARGE STATE W/T FUND	(9) TOTAL REFUND (5) + (6) + (7) + (8)
Maria XYZAR SSN# 000-00-1111 State Account #0000-0000	Employee did not work 2/14-2/20 1993	500.00	-	500.00	ALT 50.00	100.00	50.00	700.00
					ALT			
		500.00	-	500.00	50.00	100.00	50.00	700.00

CREDIT ACTIVITY ACCOUNT 0000-0000 AA OBJECT CODE A01 $ 700.00

$

$

CREDIT RECEIPT ACCOUNT MISC. INCOME $

Form CD-29A 15M-11-79-152357

1 TREASURY DEPARTMENT

The Commonwealth of Massachusetts
PAYROLL REFUND RECEIPTS VOUCHER

To the Treasurer and Receiver-General:

I hereby certify under the penalties of perjury that from .....19.....to .....19 collections, on account of overpayments, have been made from employees in the amount of (col. 3) .....

New checks should be issued to these employees as indicated (col. 4) .....

Net Collections from Employees (col. 5) .....

The amounts credited to the following funds because of the over-payments should be cancelled, and you are authorized to charge the funds in the amounts shown:

State Employees' Annuities Fund (col. 6) .....

Federal Withholding Tax Fund (col. 7) .....

State Withholding Tax Fund (col. 8) .....

Total Refund (col. 9) to be credited as indicated below .....

Signed.....
Agency Head or Authorized Agent

TIME STAMP

Spending Agency .....

.....

Agency Voucher No. .....

Fund .....

Receipt Account No. .....

Account Name .....

.....

Checks _____

Cash _____

Total (col. 3) _____

(1) FROM WHOM RECEIVED	(2) EXPLANATION	(3) AMOUNT RECEIVED	(4) NEW CHECKS DUE EMPLOYEES	REFUND (5) NET FROM EMPLOYEES (3) MINUS (4)	(6) CHARGE ANNUITIES FUND	(7) CHARGE FEDERAL W/T FUND	(8) CHARGE STATE W/T FUND	(9) TOTAL REFUND (5) + (6) + (7) + (8)

CREDIT ACTIVITY ACCOUNT _____ OBJECT CODE _____ $_____

_____ _____ $_____

_____ _____ $_____

CREDIT RECEIPT ACCOUNT _____ MISC. INCOME $_____

Form CD-29A 15M-11-79-152357

2

COMPTROLLER'S DIVISION

The Commonwealth of Massachusetts
PAYROLL REFUND RECEIPTS VOUCHER

To the Treasurer and Receiver-General:

I hereby certify under the penalties of perjury that from .....19.....to .....19 collections, on account of overpayments, have been made from employees in the amount of (col. 3) .....

New checks should be issued to these employees as indicated (col. 4) .....

Net Collections from Employees (col. 5) .....

The amounts credited to the following funds because of the over-payments should be cancelled, and you are authorized to charge the funds in the amounts shown:

State Employees' Annuities Fund (col. 6) .....

Federal Withholding Tax Fund (col. 7) .....

State Withholding Tax Fund (col. 8) .....

Total Refund (col. 9) to be credited as indicated below .....

Signed.....
Agency Head or Authorized Agent

TIME STAMP

Spending Agency .....

.....

Agency Voucher No. .....

Fund .....

Receipt Account No. .....

Account Name .....

.....

Checks _____

Cash _____

Total (col. 3) _____

(1) FROM WHOM RECEIVED	(2) EXPLANATION	(3) AMOUNT RECEIVED	(4) NEW CHECKS DUE EMPLOYEES	REFUND (5) NET FROM EMPLOYEES (3) MINUS (4)	(6) CHARGE ANNUITIES FUND	(7) CHARGE FEDERAL W/T FUND	(8) CHARGE STATE W/T FUND	(9) TOTAL REFUND (5) + (6) + (7) + (8)

CREDIT ACTIVITY ACCOUNT _____ OBJECT CODE _____ $_____

_____ _____ $_____

_____ _____ $_____

CREDIT RECEIPT ACCOUNT _____ MISC. INCOME $_____

Form CD-29A 15M-11-79-152357

3 RETIREMENT BOARD

The Commonwealth of Massachusetts
PAYROLL REFUND RECEIPTS VOUCHER

To the Treasurer and Receiver-General:

I hereby certify under the penalties of perjury that from .....19.....to .....19 collections, on account of overpayments, have been made from employees in the amount of (col. 3) .....

New checks should be issued to these employees as indicated (col. 4) .....

Net Collections from Employees (col. 5) .....

The amounts credited to the following funds because of the over-payments should be cancelled, and you are authorized to charge the funds in the amounts shown:

State Employees' Annuities Fund (col. 6) .....

Federal Withholding Tax Fund (col. 7) .....

State Withholding Tax Fund (col. 8) .....

Total Refund (col. 9) to be credited as indicated below .....

Signed.....
Agency Head or Authorized Agent

TIME STAMP

Spending Agency .....

.....

Agency Voucher No. .....

Fund .....

Receipt Account No. .....

Account Name .....

.....

Checks _____

Cash _____

Total (col. 3) _____

(1) FROM WHOM RECEIVED	(2) EXPLANATION	(3) AMOUNT RECEIVED	(4) NEW CHECKS DUE EMPLOYEES	REFUND (5) NET FROM EMPLOYEES (3) MINUS (4)	(6) CHARGE ANNUITIES FUND	(7) CHARGE FEDERAL W/T FUND	(8) CHARGE STATE W/T FUND	(9) TOTAL REFUND (5) + (6) + (7) + (8)

CREDIT ACTIVITY ACCOUNT _____ OBJECT CODE _____ $_____

_____ _____ $_____

_____ _____ $_____

CREDIT RECEIPT ACCOUNT _____ MISC. INCOME $_____

Form CD-29A 15M-11-79-152357

4 TREASURY DEPARTMENT

The Commonwealth of Massachusetts
PAYROLL REFUND RECEIPTS VOUCHER

To the Treasurer and Receiver-General:

I hereby certify under the penalties of perjury that from .....19.....to .....19 collections, on account of overpayments, have been made from employees in the amount of (col. 3) .....

New checks should be issued to these employees as indicated (col. 4) .....

Net Collections from Employees (col. 5) .....

The amounts credited to the following funds because of the over-payments should be cancelled, and you are authorized to charge the funds in the amounts shown:

State Employees' Annuities Fund (col. 6) .....

Federal Withholding Tax Fund (col. 7) .....

State Withholding Tax Fund (col. 8) .....

Total Refund (col. 9) to be credited as indicated below .....

Signed.....
Agency Head or Authorized Agent

TIME STAMP

Spending Agency .....

.....

Agency Voucher No. .....

Fund .....

Receipt Account No. .....

Account Name .....

.....

Checks _____

Cash _____

Total (col. 3) _____

(1) FROM WHOM RECEIVED	(2) EXPLANATION	(3) Amount Received	(4) New Checks Due Employees	REFUND (5) Net From Employees (3) minus (4)	(6) Charge Annuities Fund	(7) Charge Federal W/T Fund	(8) Charge State W/T Fund	(9) Total Refund (5) + (6) + (7) + (8)

CREDIT ACTIVITY ACCOUNT _____ OBJECT CODE _____ $_____

_____ _____ $_____

_____ _____ $_____

CREDIT RECEIPT ACCOUNT _____ MISC. INCOME $_____

Form CD-29A 15M-11-79-152357

5 AGENCY OR INSTITUTION

The Commonwealth of Massachusetts
PAYROLL REFUND RECEIPTS VOUCHER

To the Treasurer and Receiver-General:

I hereby certify under the penalties of perjury that from .....19.....to .....19 collections, on account of overpayments, have been made from employees in the amount of (col. 3) .....

New checks should be issued to these employees as indicated (col. 4) _____

Net Collections from Employees (col. 5) .....

The amounts credited to the following funds because of the over-payments should be cancelled, and you are authorized to charge the funds in the amounts shown:

State Employees' Annuities Fund (col. 6) .....

Federal Withholding Tax Fund (col. 7) .....

State Withholding Tax Fund (col. 8) _____

Total Refund (col. 9) to be credited as indicated below _____

Signed.....
Agency Head or Authorized Agent

TIME STAMP

Spending Agency .....

.....

Agency Voucher No. .....

Fund .....

Receipt Account No. .....

Account Name .....

.....

Checks _____

Cash _____

Total (col. 3) _____

(1) FROM WHOM RECEIVED	(2) EXPLANATION	(3) AMOUNT RECEIVED	(4) NEW CHECKS DUE EMPLOYEES	REFUND (5) NET FROM EMPLOYEES (3) MINUS (4)	(6) CHARGE ANNUITIES FUND	(7) CHARGE FEDERAL W/T FUND	(8) CHARGE STATE W/T FUND	(9) TOTAL REFUND (5) + (6) + (7) + (8)

CREDIT ACTIVITY ACCOUNT _____ OBJECT CODE _____ $_____

_____ _____ $_____

_____ _____ $_____

CREDIT RECEIPT ACCOUNT _____ MISC. INCOME $_____

FORM CD-15A-20M-5-81-163744

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
COMPTROLLER'S DIVISION

PAYROLL ACCOUNT SUMMARY

580=AIP
582=DEP.

1 COMPTROLLER

TYPE	EFFECT	AGENCY CODE	DAY NUMBER (JULIAN)	AGENCY VOUCHER NUMBER
580		FUN 999	94/56	1

STATE AGENCY: FUN DEPARTMENT
AGENCY ID CODE: 046 002 284
1
Payroll Period Ending: Mo. 2 | Day 25 | Yr. 94
Accts Payable

COUNT OF PERSONNEL	EXPENDITURE ACCOUNT: ACT. & TR.	EXPENDITURE ACCOUNT: SUBSIDIARY	OBJECT CODE	EXPENDITURE AMOUNT	LIQUIDATION AMOUNT	ENCUMBRANCE DOCUMENT NO.
1	9999-9999	AA	A01	563.09	563.09	PH 1000 A123456

SPENDING AGENCY

PERSONNEL SUMMARY

FOR ..... MONTHS PERIOD ENDED ..... 19 .....

NOTE:-ONE COPY TO BE SUBMITTED WITH THE PAYROLL EACH MONTH.

APPROPRIATION ACCOUNT NUMBER	SUBSIDIARY ACCOUNT NO.	TOTAL INDIVIDUALS FISCAL YEAR TO DATE	NEW INDIVIDUALS ADDED DURING MONTH	TOTAL

* Agencies having no subsidiary accounts use "01" to designate subsidiary account for Permanent positions, and "02" to designate subsidiary account for Temporary positions

FORM CD-15A-20M-5-81-163744

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
COMPTROLLER'S DIVISION

PAYROLL ACCOUNT SUMMARY

6 DIVISION

TYPE	EFFECT	AGENCY CODE	DAY NUMBER	AGENCY VOUCHER NUMBER

STATE AGENCY

AGENCY ID CODE
046 002 284

1

Payroll Period Ending	Mo.	Day	Yr.

COUNT OF PERSONNEL	EXPENDITURE ACCOUNT: ACTIVITY	EXPENDITURE ACCOUNT: SUBSIDIARY	OBJECT CODE	EXPENDITURE AMOUNT	LIQUIDATION AMOUNT	ENCUMBRANCE DOCUMENT NO.

SPENDING AGENCY

PERSONNEL SUMMARY

FOR ..... MONTHS PERIOD ENDED ..... 19 .....

NOTE:-ONE COPY TO BE SUBMITTED WITH THE PAYROLL EACH MONTH.

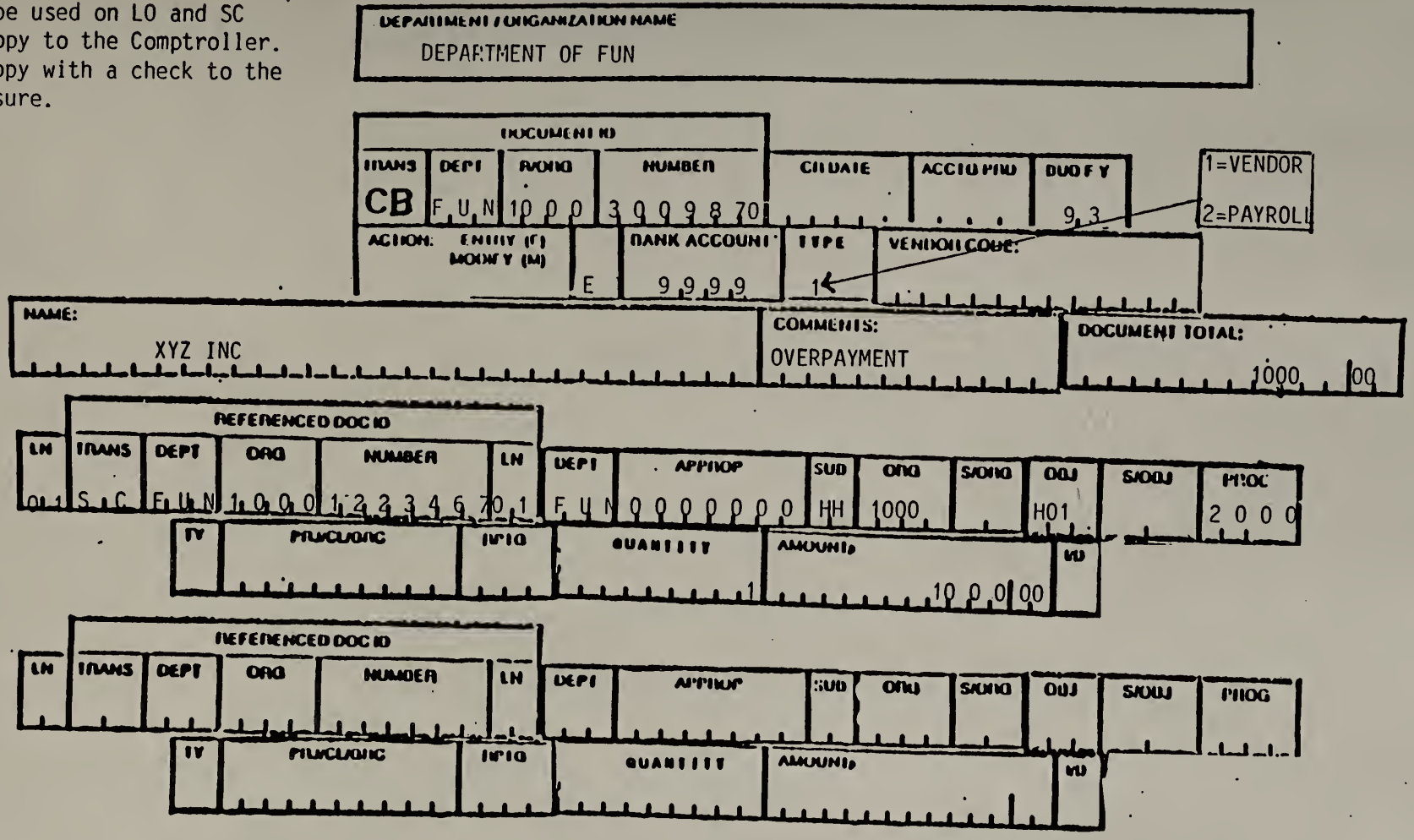
APPROPRIATION ACCOUNT NUMBER	SUBSIDIARY ACCOUNT NO.	TOTAL INDIVIDUALS FISCAL YEAR TO DATE	NEW INDIVIDUALS ADDED DURING MONTH	TOTAL

* Agencies having no subsidiary accounts use "01" to designate subsidiary account for Permanent positions, and "02" to designate subsidiary account for Temporary positions

CONTRACT BACKOUT INPUT FORM

THE COMMONWEALTH OF M...
COMPTROLLER'S DIVIS...

CB: Can be used on LO and SC
Send 1 copy to the Comptroller.
Send 1 Copy with a check to the
the Treasure.



PREPARED BY: XXXXXX ZZZZZZZZZ TITLE: Senior Account DATE: 02/25/93

APPROVED BY: BBBBBB YYYYYYYYY TITLE: Chief Fiscal Officer DATE: 02/26/93

ENTERED BY: CCCCCC MMMMMMMMMM TITLE: Clerk IV DATE: 02/26/93

CONTRACT BACKOUT INPUT FORM



DEPARTMENT / ORGANIZATION NAME

DOCUMENT ID				CR DATE	ACCTG PRD	BUD F Y
TRANS	DEPT	R/ORG	NUMBER			
CB						

ACTION: ENTRY (F) MODIFY (M)		BANK ACCOUNT	TYPE	VENDOR CODE:

NAME:

COMMENTS:

DOCUMENT TOTAL:

REFERENCED DOC ID													
LN	TRANS	DEPT	ORG	NUMBER	LN	DEPT	APPROP	SUB	ORG	S/ORG	OBJ	S/OBJ	PROG

TY	PRJ/CL/GRC	RPTG	QUANTITY	AMOUNT	I/D	OLD RECEIPT ACCOUNT

REFERENCED DOC ID													
LN	TRANS	DEPT	ORG	NUMBER	LN	DEPT	APPROP	SUB	ORG	S/ORG	OBJ	S/OBJ	PROG

TY	PRJ/CL/GRC	RPTG	QUANTITY	AMOUNT	I/D	OLD RECEIPT ACCOUNT

PREPARED BY:_____ TITLE:_____ DATE:_____

APPROVED BY:_____ TITLE:_____ DATE:_____

ENTERED BY:_____ TITLE:_____ DATE:_____

SAVINGS BOND ENROLLMENT FORM

BOND DATA

Circle one option from each of the following categories:

Bond Denomination

	COST	VALUE
(C)	50.00	100.00
D	100.00	200.00
E	250.00	500.00
F	500.00	1000.00

Frequency Value for Payroll Deduction

A. 1st wk only		G. 2nd and 4th wk	
B. 1st and 2nd wk		H. 3rd wk only	
C. 1st and 3rd wk		I. 3rd and 4th wk	
D. 2nd wk only		J. 4th wk only	
E. 2nd wk only		K. 1st four wks	
F. 2nd and 3rd wk		(L) All weeks	

Payroll amount to be deducted each pay period selected $ 25.00

EMPLOYEE BOND DATA

PLEASE PRINT CLEARLY

Social Security No. 123-45-6789

Last Name: DOE

First Name JANE M.I. M

BOND OWNER DATA

Please indicate if the person listed below is to be the Beneficiary (B) or Co-Owner (CO).

	OWNER	(BENEFICIARY) or CO-OWNER
1. Last Name:	DOE	DOE
First Name:	JANE	JOHN
Soc. Sec.#:	123-45-6789	
Address:	9 BOSTON HARBOR	
	DENVER, MA 02111	

-OVER-

2. Last Name:_____ Last Name:_____

First Name:_____ First Name:_____

Soc. Sec.#:_____

Address:_____

_____

3. Last Name:_____ Last Name:_____

First Name:_____ First Name:_____

Soc. Sec.#:_____

Address:_____

If you wish to request additional Bond Owner Data, see your Payroll Clerk.

I hereby authorize my employer (Commonwealth of Massachusetts, Office of the Comptroller) to withhold and set apart $_____ from my pay each period selected, beginning _____.

I wish to purchase U.S. Savings Bonds - Series EE in the indicated denomination of $_____.

This authorization will continue in effect until I advise you to change or cancel it.

_____ _____

(date) (Signature of employee - purchaser)

or

_____ I do not wish to participate at this time.

_____ _____

(date) (Signature of employee)

SAVINGS BOND ENROLLMENT FORM

BOND DATA

Circle one option from each of the following categories:

Bond Denomination

	COST	VALUE
C	50.00	100.00
D	100.00	200.00
E	250.00	500.00
F	500.00	1000.00

Frequency Value for Payroll Deduction

A. 1st wk only
B. 1st and 2nd wk
C. 1st and 3rd wk
D. 2nd wk only
E. 2nd wk only
F. 2nd and 3rd wk
G. 2nd and 4th wk
H. 3rd wk only
I. 3rd and 4th wk
J. 4th wk only
K. 1st four wks
L. All weeks

Payroll amount to be deducted each pay period selected $_____

EMPLOYEE BOND DATA

PLEASE PRINT CLEARLY

Social Security No._____

Last Name: _____

First Name _____ M.I._____

BOND OWNER DATA

Please indicate if the person listed below is to be the Beneficiary (B) or Co-Owner (CO).

	OWNER	BENEFICIARY or CO-OWNER
1.	Last Name:_____	Last Name:_____
	First Name:_____	First Name:_____
	Soc. Sec.#:_____	
	Address: _____	
	_____	

-OVER-

2. Last Name:_____ Last Name:_____

First Name:_____ First Name:_____

Soc. Sec.#:_____

Address:_____

_____

3. Last Name:_____ Last Name:_____

First Name:_____ First Name:_____

Soc. Sec.#:_____

Address:_____

If you wish to request additional Bond Owner Data, see your Payroll Clerk.

I hereby authorize my employer (Commonwealth of Massachusetts, Office of the Comptroller) to withhold and set apart $_____ from my pay each period selected, beginning _____.

I wish to purchase U.S. Savings Bonds - Series EE in the indicated denomination of $_____.

This authorization will continue in effect until I advise you to change or cancel it.

_____ _____

(date) (Signature of employee - purchaser)

or

_____ I do not wish to participate at this time.

_____ _____

(date) (Signature of employee)

Dept.

Independent Contractor

Dear Sir/Madam:

The Omnibus Budget Reconciliation Act of 1990 requires that all "employees" be covered by a retirement plan. The Commonwealth is reviewing the status of all contractors to determine if they are "employees" according to the Internal Revenue Service guidelines or "independent contractors."

This is to inform you that your employment has been reviewed in conjunction with the IRS SS-8 form. Accordingly, you have been determined to be an independent contractor for the purpose of employment and retirement taxes.

Your wages will be processed in the MMARS Accounting system and you will be responsible as an independent contractor for all employment taxes as well as filing SE (Self Employment) retirement taxes for the calendar year.

INDEPENDENT CONTRACTOR

Form **SS-8**
(Rev. October 1990)
Department of the Treasury
Internal Revenue Service

Determination of Employee Work Status for Purposes of Federal Employment Taxes and Income Tax Withholding

OMB No 1545-0004
Expires 10-31-93

Paperwork Reduction Act Notice.—We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us this information. We need it to ensure that you are complying with these laws and to allow us to figure and collect the right amount of tax.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is: recordkeeping, 34 hrs., 41 min., learning about the law or the form, 6 min. and preparing and sending the form to IRS, 40 min. If you have comments concerning the accuracy of these time estimates or suggestions for making this form more simple, we would be happy to hear from you. You can write to both the Internal Revenue Service, Washington, DC 20024, Attention: IRS Reports Clearance Officer, T:FP, and the Office of Management and Budget, Paperwork Reduction Project (1545-0004), Washington, DC 20503. DO NOT send the tax form to either of these offices. Instead, see the instructions for information on where to file.

Instructions

This form should be completed carefully. If the firm is completing the form, it should be completed for ONE individual who is representative of the class of workers whose status is in question.

If a written determination is desired for more than one class of workers, a separate Form SS-8 should be completed for one worker from each class whose status is typical of that class. A written determination for any worker will apply to other workers of the same class if the facts are not materially different from those of the worker whose status was ruled upon.

Please return Form SS-8 to the Internal Revenue Service office that provided the form. If the Internal Revenue Service did not ask you to complete this form but you wish a determination on whether a worker is an employee, file Form SS-8 with your District Director.

Caution: *Form SS-8 is not a claim for refund of social security tax or Federal income tax withholding. Also, a determination that an individual is an employee does not necessarily reduce any current or prior tax liability.*

Name of firm (or person) for whom the worker performed services	Name of worker
COMMONWEALTH OF MASSACHUSETTS (DEPARTMENT ADDRESS)	ACTUAL NAME OF THE CONTRACTOR
Address of firm (include street address, apt. or suite no., city, state, and ZIP code): DEPARTMENT ADDRESS	Address of worker (include street address, apt. or suite no., city, state, and ZIP code): CONTRACTOR HOME ADDRESS (LEAVE BLANK IF THIS IS FOR CLASSES OF CONTRACTORS)
Trade name: PUBLIC SECTOR	Telephone number: PHONE # OF CONTRA	Worker's social security number: SSN# OF THE CONTRACTO
Telephone number: DEPRTMENT PHONE#	Firm's taxpayer identification number: 0460C2284-W	

Check type of firm:
☐ Individual ☐ Partnership ☐ Corporation ☒ Other (specify) ▶ STATE GOVERNMENT

This form is being completed by: ☒ FIRM ☐ WORKER

If the form is being completed by the worker, do you object to disclosing your name or the information on this form to the firm? . . . . . N/A ☐ Yes ☐ No

(If your answer is "Yes," we cannot furnish you a determination on the basis of this form. You may write to your District Director for further information. Do not complete the rest of the form, unless the IRS requests it.)

All items must be answered or marked "Unknown" or "Not Applicable" (NA). If you need more space, attach another sheet. This form is designed to cover many work activities, so some of the questions may not pertain to you.

Total number of workers in this class (if more than one, please see item 19) ▶ ATTACH NAMES AND SSN# OF ALL INDEPENDENT CONTRACTOR IN THIS CLASS.

This information is about services performed by the worker from ▶ _____ (Month, day, year) to _____ (Month, day, year)

What was the first date on which the worker performed services of any kind for the firm? ▶ _____ (Month, day, year)

Is the worker still performing services for the firm? . . . . . ☐ Yes ☐ No

If "No," what was the date of termination? ▶ _____ (Month, day, year)

In which IRS district are you located? N/A

1a Describe the firm's business _____

b Describe the work done by the worker _____

2a If the work is done under a written agreement between the firm and the worker, attach a copy. COPY ALREADY ON FILE

b If the agreement is not in writing, describe the terms and conditions of the work arrangement. WITH THE OFFICE OF THE COMPTROLLER OR WITH THE DEPARTMENT.

c If the actual working arrangement differs in any way from the agreement, explain the differences and why they occur .....

.....

.....

3a Is the worker given training by the firm? . . . . . ☐ Yes ☒ No

If "Yes":

What kind? .....

How often? .....

b Is the worker given instructions in the way the work is to be done? . . . . . ☐ Yes ☒ No

If "Yes," give specific examples. .....

c Attach samples of any written instructions or procedures.

d Does the firm have the right to change the methods used by the worker or direct that person on how to do the work? ☐ Yes ☒ No

Explain your answer .....

.....

e Does the operation of the firm's business require that the worker be supervised or controlled in the performance of the service? . . . . . ☐ Yes ☒ No

Explain your answer .....

.....

4a The firm engages the worker:

☒ To perform and complete a particular job only

☐ To work at a job for an indefinite period of time

☐ Other (explain) .....

b Is the worker required to follow a routine or a schedule established by the firm? . . . . . ☐ Yes ☒ No

If "Yes," what is the routine or schedule? .....

.....

.....

c Does the worker report to the firm or its representative? . . . . . ☐ Yes ☒ No

If "Yes":

How often? .....

For what purpose? .....

In what manner (in person, in writing, by telephone, etc.)? .....

Attach copies of report forms used in reporting to the firm.

d Does the worker furnish a time record to the firm? . . . . . ☐ Yes ☒ No

If "Yes," attach copies of time records.

5a State the kind and value of tools and equipment furnished by:

The firm .....

.....

The worker .....

.....

b State the kind and value of supplies and materials furnished by:

The firm .....

.....

The worker .....

.....

c What expenses are incurred by the worker in the performance of services for the firm?

.....

d Does the firm reimburse the worker for any expenses? . . . . . ☐ Yes ☒ No

If "Yes," specify the reimbursed expenses .....

.....

6a Will the worker perform the services personally? . . . . . ☒ Yes ☐ No

b Does the worker have helpers? . . . . . ☒ Yes ☐ No

If "Yes": Are the helpers hired by: ☐ Firm ☒ Worker

If hired by the worker, is the firm's approval necessary? . . . . . ☐ Yes ☒ No

Who pays the helpers? ☐ Firm ☒ Worker

Are social security taxes and Federal income tax withheld from the helpers' wages? . . . . . ☒ Yes ☐ No

If "Yes": Who reports and pays these taxes? ☐ Firm ☒ Worker

Who reports the helpers' incomes to the Internal Revenue Service? ☐ Firm ☒ Worker

If the worker pays the helpers, does the firm repay the worker? . . . . . ☐ Yes ☒ No

What services do the helpers perform? .....

7 At what location are the services performed? ☒ Firm's ☒ Worker's ☐ Other (specify) .....

8a Type of pay worker receives:
☐ Salary ☐ Commission ☐ Hourly wage ☐ Piecework ☒ Lump sum ☐ Other (specify) .....

b Does the firm guarantee a minimum amount of pay to the worker? ☒ Yes ☐ No

c Does the firm allow the worker a drawing account or advances against pay? ☒ Yes ☐ No

If "Yes": Is the worker paid such advances on a regular basis? ☐ Yes ☒ No

d How does the worker repay such advances? .....

9a Is the worker eligible for a pension, bonuses, paid vacations, sick pay, etc.? ☐ Yes ☒ No

If "Yes," specify .....

b Does the firm carry workmen's compensation insurance on the worker? ☐ Yes ☒ No

c Does the firm deduct social security tax from amounts paid the worker? ☐ Yes ☒ No

d Does the firm deduct Federal income taxes from amounts paid the worker? ☐ Yes ☒ No

e How does the firm report the worker's income to the Internal Revenue Service?
☐ Form W-2 ☒ Form 1099 ☐ Does not report ☐ Other (specify) .....

f Does the firm bond the worker? ☐ Yes ☐ No

10a Approximately how many hours a day does the worker perform services for the firm? .....

b Does the worker perform similar services for others? ☒ Yes ☐ No ☐ Unknown

If "Yes": Are these services performed on a daily basis for other firms? ☐ Yes ☐ No ☒ Unknown

Percentage of time spent in performing these services for:

This firm .....% Other firms.....% ☐ Unknown

Does the firm have priority on the worker's time? ☐ Yes ☒ No

If "No," explain .....

c Is the worker prohibited from competing with the firm either while performing services or during any later period? ☐ Yes ☒ No

11a Can the firm discharge the worker at any time without incurring a liability? ☐ Yes ☒ No

If "No," explain .....

b Can the worker terminate the services at any time without incurring a liability? ☐ Yes ☒ No

If "No," explain .....

12a Does the worker perform services for the firm under:
☐ The firm's business name ☒ The worker's own business name ☐ Other (specify) .....

b Does the worker advertise or maintain a business listing in the telephone directory, a trade journal, etc.? ☒ Yes ☐ No ☐ Unknown

If "Yes," specify .....

c Does the worker represent himself or herself to the public as being in business to perform the same or similar services? ☒ Yes ☐ No ☐ Unknown

If "Yes," how? .....

d Does the worker have his or her own shop or office? ☒ Yes ☐ No ☐ Unknown

If "Yes," where? .....

e Does the firm represent the worker as an employee of the firm to its customers? ☐ Yes ☒ No

If "No," how is the worker represented? .....

f How did the firm learn of the worker's services? .....

13 Is a license necessary for the work? ☐ Yes ☐ No ☐ Unknown

If "Yes," what kind of license is required? .....

By whom is it issued? .....

By whom is the license fee paid? .....

14 Does the worker have a financial investment in a business related to the services performed? ☒ Yes ☐ No ☐ Unknown

If "Yes," specify and give amounts of the investment .....

15 Can the worker incur a loss in the performance of the service for the firm? ☒ Yes ☐ No

If "Yes," how? .....

16a Has any other government agency ruled on the status of the firm's workers? ☐ Yes ☒ No

If "Yes," attach a copy of the ruling.

b Is the same issue being considered by any IRS office in connection with the audit of the worker's tax return or the firm's tax return, or has it recently been considered? ☐ Yes ☐ No

If "Yes," for which year(s)? .....

17 Does the worker assemble or process a product at home or away from the firm's place of business? ☐ Yes ☐ No

If "Yes":

Who furnishes materials or goods used by the worker? ☐ Firm ☐ Worker

Is the worker furnished a pattern or given instructions to follow in making the product? ☐ Yes ☐ No

Is the worker required to return the finished product to the firm or to someone designated by the firm? ☐ Yes ☐ No

Answer items 18a through n if the worker is a salesperson or provides a service directly to customers.

18a Are leads to prospective customers furnished by the firm? ☐ Yes ☐ No ☐ Does not apply

b Is the worker required to pursue or report on leads? ☐ Yes ☐ No ☐ Does not apply

c Is the worker required to adhere to prices, terms, and conditions of sale established by the firm? ☐ Yes ☐ No

d Are orders submitted to and subject to approval by the firm? ☐ Yes ☐ No

e Is the worker expected to attend sales meetings? ☐ Yes ☐ No

If "Yes": Is the worker subject to any kind of penalty for failing to attend? ☐ Yes ☐ No

f Does the firm assign a specific territory to the worker? ☐ Yes ☐ No ☐ Does not apply

g Who does the customer pay? ☐ Firm ☐ Worker

If worker, does the worker remit the total amount to the firm? ☐ Yes ☐ No

h Does the worker sell a consumer product in a home or establishment other than a permanent retail establishment? ☐ Yes ☐ No

i List the products and/or services distributed by the worker, such as meat, vegetables, fruit, bakery products, beverages (other than milk), or laundry or dry cleaning services. If more than one type of product and/or service is distributed, specify the principal one. .....

j Did the firm or another person assign the route or territory and a list of customers to the worker? ☐ Yes ☐ No

If "Yes," please identify the person who made the assignment. .....

k Did the worker pay the firm or person for the privilege of serving customers on the route or in the territory? ☐ Yes ☐ No

If "Yes," how much did the worker pay (not including any amount paid for a truck or racks, etc.)? $ .....

What factors were considered in determining the value of the route or territory? .....

l How are new customers obtained by the worker? Explain fully, showing whether the new customers called the firm for service, were solicited by the worker, or both. .....

m Does the worker sell life insurance? ☐ Yes ☐ No

If "Yes":

Is the selling of life insurance or annuity contracts for the firm the worker's entire business activity? ☐ Yes ☐ No

If "No," state the extent of the worker's other business activities .....

Does the worker sell other types of insurance for the firm? ☐ Yes ☐ No

If "Yes," state the percentage of the worker's total working time spent in selling such other types of insurance ..... %

At the time the contract was entered into between the firm and the worker, was it their intention that the worker sell life insurance for the firm: ☐ on a full-time basis ☐ on a part-time basis

State the manner in which such intention was expressed. .....

n Is the worker a traveling salesperson or city salesperson? ☐ Yes ☐ No

If "Yes":

Specify from whom the worker principally solicits orders on behalf of the firm. .....

If the worker solicits orders from wholesalers, retailers, contractors, or operators of hotels, restaurants, or other similar establishments, specify the percentage of the worker's time spent in such solicitation. ..... %

Is the merchandise purchased by the customers for resale, or is it purchased for use in their business operations? If used by the customers in their business operations, describe the merchandise and state whether it is equipment installed on their premises or a consumable supply. .....

.....

19 Attach the names and addresses of the total number of workers in this class from page 1, or the names and addresses of 10 such workers if there are more than 10.

20 Attach a detailed explanation for any other reason why you believe the worker is an independent contractor or is an employee of the firm.

IMPORTANT INFORMATION NEEDED TO PROCESS YOUR REQUEST

Under section 6110 of the Internal Revenue Code, the text and related background file documents of any ruling, determination letter, or technical advice memorandum will be open to public inspection. This section provides that before the text and background file documents are made public, identifying and certain other information must be deleted.

Are the names, addresses, and taxpayer identifying numbers the only items you want deleted? ☐ Yes ☐ No

If you checked "No," and believe additional deletions should be made, we cannot process your request unless you submit a copy of this form and copies of all supporting documents indicating, in brackets, those parts you believe should be deleted in accordance with section 6110(c) of the Code. Attach a separate statement indicating which specific exemption provided by section 6110(c) applies to each bracketed part.

Under penalties of perjury, I declare that I have examined this request, including accompanying documents, and to the best of my knowledge and belief, the facts presented are true, correct, and complete.

Signature ▶ Title ▶ Date ▶

If this form is used by the firm in requesting a written determination, the form should be signed by an officer or member of the firm.

If this form is used by the worker in requesting a written determination, the form should be signed by the worker. If the worker wants a written determination with respect to services performed for two or more firms, a separate form should be furnished for each firm.

Additional copies of this form may be obtained from any Internal Revenue Service office.

☆U.S. GPO:1990-518-282/20301

Employee

Dear Sir/Madam

This department has conducted the Internal Revenue Service review of employment status for all individuals not covered by the state's retirement system in order to implement the requirement of the Omnibus Budget Reconciliation Act of 1990.

This is to inform you that your employment status has been reviewed consistent with the IRS SS-8 form. As a result, it has been determined that you will be required to participate in a program that will meet the minimum requirements of the federal regulations unless there are other factors that would exempt you from this requirement. Further, please note that this determination does not render you eligible for group insurance benefit, collective bargaining rights or membership in the state retirement system under Chapter 32.

In January 1992, there will be a withholding for this program, in addition to employment taxes.

EMPLOYEE

Form **SS-8**
(Rev. October 1990)
Department of the Treasury
Internal Revenue Service

Determination of Employee Work Status for Purposes of Federal Employment Taxes and Income Tax Withholding

OMB No. 1545-0004
Expires 10-31-93

Paperwork Reduction Act Notice.—We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us this information. We need it to ensure that you are complying with these laws and to allow us to figure and collect the right amount of tax.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is recordkeeping, 34 hrs., 41 min., learning about the law or the form, 6 min. and preparing and sending the form to IRS, 40 min. If you have comments concerning the accuracy of these time estimates or suggestions for making this form more simple, we would be happy to hear from you. You can write to both the Internal Revenue Service, Washington, DC 20024, Attention: IRS Reports Clearance Officer, T:FP, and the Office of Management and Budget, Paperwork Reduction Project (1545-0004), Washington, DC 20503. DO NOT send the tax form to either of these offices. Instead, see the instructions for information on where to file.

Instructions

This form should be completed carefully. If the firm is completing the form, it should be completed for ONE individual who is representative of the class of workers whose status is in question.

If a written determination is desired for more than one class of workers, a separate Form SS-8 should be completed for one worker from each class whose status is typical of that class. A written determination for any worker will apply to other workers of the same class if the facts are not materially different from those of the worker whose status was ruled upon.

Please return Form SS-8 to the Internal Revenue Service office that provided the form. If the Internal Revenue Service did not ask you to complete this form but you wish a determination on whether a worker is an employee, file Form SS-8 with your District Director.

Caution: *Form SS-8 is not a claim for refund of social security tax or Federal income tax withholding. Also, a determination that an individual is an employee does not necessarily reduce any current or prior tax liability.*

Name of firm (or person) for whom the worker performed services
COMMONWEALTH OF MASSACHUSETTS
(DEPARTMENT NAME)

Name of worker
ACTUAL NAME OF A WORKER OR JOB NAME IF THIS IS FOR CLASSES OF INDIVIDUALS

Address of firm (include street address, apt. or suite no., city, state, and ZIP code)
DEPARTMENT ADDRESS

Address of worker (include street address, apt. or suite no., city, state, and ZIP code)
EMPLOYEE HOME ADDRES (LEAVE BLANK IF THIS IS FOR CLASSES OF INDIVIDUALS

Trade name
PUBLIC EMPLOYMENT

Telephone number
EMPLOYEE PHONE#

Worker's social security number
EMPLOYEE SSN#

Telephone number
DEPARTMENT PHONE#

Firm's taxpayer identification number
046002284-W

Check type of firm:
☐ Individual ☐ Partnership ☐ Corporation ☒ Other (specify) ▶ STATE GOVERNMENT

This form is being completed by: ☒ FIRM ☐ WORKER

If the form is being completed by the worker, do you object to disclosing your name or the information on this form to the firm? . . . . . N/A ☐ Yes ☐ No

(If your answer is "Yes," we cannot furnish you a determination on the basis of this form. You may write to your District Director for further information. Do not complete the rest of the form, unless the IRS requests it.)

All items must be answered or marked "Unknown" or "Not Applicable" (NA). If you need more space, attach another sheet. This form is designed to cover many work activities, so some of the questions may not pertain to you.

Total number of workers in this class (if more than one, please see item 19) ▶ ATTACH NAMES AND SSN# OF ALL WORKERS IN THIS CLASS

This information is about services performed by the worker from ▶ _____ (Month, day, year) to _____ (Month, day, year)

What was the first date on which the worker performed services of any kind for the firm? ▶ _____ (Month, day, year)

Is the worker still performing services for the firm? . . . . . ☐ Yes ☐ No

If "No," what was the date of termination? ▶ _____ (Month, day, year)

In which IRS district are you located? N/A

1a Describe the firm's business _____

b Describe the work done by the worker _____

2a If the work is done under a written agreement between the firm and the worker, attach a copy. COPY ALREADY ON FILE

b If the agreement is not in writing, describe the terms and conditions of the work arrangement. WITH THE OFFICE OF THE COMPTROLLER OR WITH THE DEPARTMENT

c If the actual working arrangement differs in any way from the agreement, explain the differences and why they occur .....

3a Is the worker given training by the firm? . . . . . ☒ Yes ☐ No

If "Yes":

What kind? .....

How often? .....

b Is the worker given instructions in the way the work is to be done? . . . . . ☒ Yes ☐ No

If "Yes," give specific examples. .....

c Attach samples of any written instructions or procedures.

d Does the firm have the right to change the methods used by the worker or direct that person on how to do the work? ☒ Yes ☐ No

Explain your answer .....

e Does the operation of the firm's business require that the worker be supervised or controlled in the performance of the service? . . . . . ☒ Yes ☐ No

Explain your answer .....

4a The firm engages the worker:

☐ To perform and complete a particular job only

☒ To work at a job for an indefinite period of time

☐ Other (explain) .....

b Is the worker required to follow a routine or a schedule established by the firm? . . . . . ☒ Yes ☐ No

If "Yes," what is the routine or schedule? .....

c Does the worker report to the firm or its representative? . . . . . ☒ Yes ☐ No

If "Yes":

How often? .....

For what purpose? .....

In what manner (in person, in writing, by telephone, etc.)? .....

Attach copies of report forms used in reporting to the firm.

d Does the worker furnish a time record to the firm? . . . . . ☐ Yes ☐ No

If "Yes," attach copies of time records.

5a State the kind and value of tools and equipment furnished by:

(The firm) .....

The worker .....

b State the kind and value of supplies and materials furnished by:

(The firm) .....

The worker .....

c What expenses are incurred by the worker in the performance of services for the firm?

none.

d Does the firm reimburse the worker for any expenses? . . . . . ☒ Yes ☐ No

If "Yes," specify the reimbursed expenses .....

6a Will the worker perform the services personally? . . . . . ☒ Yes ☐ No

b Does the worker have helpers? . . . . . ☒ Yes ☒ No

If "Yes": Are the helpers hired by: ☒ Firm ☐ Worker

If hired by the worker, is the firm's approval necessary? . . . . . ☐ Yes ☐ No

Who pays the helpers? ☒ Firm ☐ Worker

Are social security taxes and Federal income tax withheld from the helpers' wages? . . . . . ☒ Yes ☐ No

If "Yes": Who reports and pays these taxes? ☒ Firm ☐ Worker

Who reports the helpers' incomes to the Internal Revenue Service? ☒ Firm ☐ Worker

If the worker pays the helpers, does the firm repay the worker? . . . . . ☒ Yes ☐ No

What services do the helpers perform? .....

7 At what location are the services performed? ☒ Firm's ☐ Worker's ☐ Other (specify) .....

8a Type of pay worker receives:
☒ Salary ☒ Commission ☒ Hourly wage ☒ Piecework ☐ Lump sum ☐ Other (specify) .....

b Does the firm guarantee a minimum amount of pay to the worker? ☒ Yes ☐ No

c Does the firm allow the worker a drawing account or advances against pay? ☐ Yes ☒ No

If "Yes": Is the worker paid such advances on a regular basis? ☐ Yes ☐ No

d How does the worker repay such advances? .....

9a Is the worker eligible for a pension, bonuses, paid vacations, sick pay, etc.? ☒ Yes ☐ No

If "Yes," specify .....

b Does the firm carry workmen's compensation insurance on the worker? ☒ Yes ☐ No

c Does the firm deduct social security tax from amounts paid the worker? ☒ Yes ☐ No

d Does the firm deduct Federal income taxes from amounts paid the worker? ☒ Yes ☐ No

e How does the firm report the worker's income to the Internal Revenue Service?
☒ Form W-2 ☐ Form 1099 ☐ Does not report ☐ Other (specify) .....

f Does the firm bond the worker? ☐ Yes ☐ No

10a Approximately how many hours a day does the worker perform services for the firm? .....

b Does the worker perform similar services for others? ☐ Yes ☒ No ☐ Unknown

If "Yes": Are these services performed on a daily basis for other firms? ☐ Yes ☐ No ☐ Unknown

Percentage of time spent in performing these services for:

This firm .....% Other firms.....% ☐ Unknown

Does the firm have priority on the worker's time? ☒ Yes ☐ No

If "No," explain .....

c Is the worker prohibited from competing with the firm either while performing services or during any later period? ☐ Yes ☐ No

11a Can the firm discharge the worker at any time without incurring a liability? ☐ Yes ☐ No

If "No," explain .....

b Can the worker terminate the services at any time without incurring a liability? ☐ Yes ☐ No

If "No," explain .....

12a Does the worker perform services for the firm under:
☒ The firm's business name ☐ The worker's own business name ☐ Other (specify) .....

b Does the worker advertise or maintain a business listing in the telephone directory, a trade journal, etc.? ☐ Yes ☒ No ☐ Unknown

If "Yes," specify .....

c Does the worker represent himself or herself to the public as being in business to perform the same or similar services? ☐ Yes ☒ No ☐ Unknown

If "Yes," how? .....

d Does the worker have his or her own shop or office? ☐ Yes ☒ No ☐ Unknown

If "Yes," where? .....

e Does the firm represent the worker as an employee of the firm to its customers? ☒ Yes ☐ No

If "No," how is the worker represented? .....

f How did the firm learn of the worker's services? .....

13 Is a license necessary for the work? ☐ Yes ☒ No ☐ Unknown

If "Yes," what kind of license is required? .....

By whom is it issued? .....

By whom is the license fee paid? .....

14 Does the worker have a financial investment in a business related to the services performed? ☐ Yes ☒ No ☐ Unknown

If "Yes," specify and give amounts of the investment .....

15 Can the worker incur a loss in the performance of the service for the firm? ☐ Yes ☒ No

If "Yes," how? .....

16a Has any other government agency ruled on the status of the firm's workers? ☒ Yes ☐ No

If "Yes," attach a copy of the ruling.

b Is the same issue being considered by any IRS office in connection with the audit of the worker's tax return or the firm's tax return, or has it recently been considered? ☐ Yes ☐ No

If "Yes," for which year(s)? .....

17 Does the worker assemble or process a product at home or away from the firm's place of business? ☐ Yes ☒ No

If "Yes":

Who furnishes materials or goods used by the worker? ☐ Firm ☐ Worker

Is the worker furnished a pattern or given instructions to follow in making the product? ☐ Yes ☐ No

Is the worker required to return the finished product to the firm or to someone designated by the firm? ☐ Yes ☐ No

Answer items 18a through n if the worker is a salesperson or provides a service directly to customers.

18a Are leads to prospective customers furnished by the firm? ☐ Yes ☐ No ☐ Does not apply

b Is the worker required to pursue or report on leads? ☐ Yes ☐ No ☐ Does not apply

c Is the worker required to adhere to prices, terms, and conditions of sale established by the firm? ☐ Yes ☐ No

d Are orders submitted to and subject to approval by the firm? ☐ Yes ☐ No

e Is the worker expected to attend sales meetings? ☐ Yes ☐ No

If "Yes": Is the worker subject to any kind of penalty for failing to attend? ☐ Yes ☐ No

f Does the firm assign a specific territory to the worker? ☐ Yes ☐ No ☐ Does not apply

g Who does the customer pay? ☐ Firm ☐ Worker

If worker, does the worker remit the total amount to the firm? ☐ Yes ☐ No

h Does the worker sell a consumer product in a home or establishment other than a permanent retail establishment? ☐ Yes ☐ No

i List the products and/or services distributed by the worker, such as meat, vegetables, fruit, bakery products, beverages (other than milk), or laundry or dry cleaning services. If more than one type of product and/or service is distributed, specify the principal one.

j Did the firm or another person assign the route or territory and a list of customers to the worker? ☐ Yes ☐ No

If "Yes," please identify the person who made the assignment.

k Did the worker pay the firm or person for the privilege of serving customers on the route or in the territory? ☐ Yes ☐ No

If "Yes," how much did the worker pay (not including any amount paid for a truck or racks, etc.)? $

What factors were considered in determining the value of the route or territory?

l How are new customers obtained by the worker? Explain fully, showing whether the new customers called the firm for service, were solicited by the worker, or both.

m Does the worker sell life insurance? ☐ Yes ☐ No

If "Yes":

Is the selling of life insurance or annuity contracts for the firm the worker's entire business activity? ☐ Yes ☐ No

If "No," state the extent of the worker's other business activities

Does the worker sell other types of insurance for the firm? ☐ Yes ☐ No

If "Yes," state the percentage of the worker's total working time spent in selling such other types of insurance %

At the time the contract was entered into between the firm and the worker, was it their intention that the worker sell life insurance for the firm: ☐ on a full-time basis ☐ on a part-time basis

State the manner in which such intention was expressed.

n Is the worker a traveling salesperson or city salesperson? ☐ Yes ☐ No

If "Yes":

Specify from whom the worker principally solicits orders on behalf of the firm.

If the worker solicits orders from wholesalers, retailers, contractors, or operators of hotels, restaurants, or other similar establishments, specify the percentage of the worker's time spent in such solicitation. %

Is the merchandise purchased by the customers for resale, or is it purchased for use in their business operations? If used by the customers in their business operations, describe the merchandise and state whether it is equipment installed on their premises or a consumable supply.

o Attach the names and addresses of the total number of workers in this class from page 1, or the names and addresses of 10 such workers if there are more than 10.

p Attach a detailed explanation for any other reason why you believe the worker is an independent contractor or is an employee of the firm.

IMPORTANT INFORMATION NEEDED TO PROCESS YOUR REQUEST

Under section 6110 of the Internal Revenue Code, the text and related background file documents of any ruling, determination letter, or technical advice memorandum will be open to public inspection. This section provides that before the text and background file documents are made public, identifying and certain other information must be deleted.

Are the names, addresses, and taxpayer identifying numbers the only items you want deleted? ☐ Yes ☐ No

If you checked "No," and believe additional deletions should be made, we cannot process your request unless you submit a copy of this form and copies of all supporting documents indicating, in brackets, those parts you believe should be deleted in accordance with section 6110(c) of the Code. Attach a separate statement indicating which specific exemption provided by section 6110(c) applies to each bracketed part.

Under penalties of perjury, I declare that I have examined this request, including accompanying documents, and to the best of my knowledge and belief, the facts presented are true, correct, and complete.

Signature ▶ Title ▶ Date ▶

This form is used by the firm in requesting a written determination, the form should be signed by an officer or member of the firm.

This form is used by the worker in requesting a written determination, the form should be signed by the worker. If the worker wants a written determination with respect to services performed for two or more firms, a separate form should be furnished for each firm.

Additional copies of this form may be obtained from any Internal Revenue Service office.

•U.S. GPO:1990-515-252/20301

Form **SS-8**
(Rev. October 1990)
Department of the Treasury
Internal Revenue Service

Determination of Employee Work Status for Purposes of Federal Employment Taxes and Income Tax Withholding

OMB No 1545-0004
Expires 10-31-93

Paperwork Reduction Act Notice.—We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us this information. We need it to ensure that you are complying with these laws and to allow us to figure and collect the right amount of tax.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is: recordkeeping, 34 hrs., 41 min., learning about the law or the form, 6 min. and preparing and sending the form to IRS, 40 min. If you have comments concerning the accuracy of these time estimates or suggestions for making this form more simple, we would be happy to hear from you. You can write to both the Internal Revenue Service, Washington, DC 20024, Attention: IRS Reports Clearance Officer, T:FP, and the Office of Management and Budget, Paperwork Reduction Project (1545-0004), Washington, DC 20503. **DO NOT** send the tax form to either of these offices. Instead, see the instructions for information on where to file.

Instructions

This form should be completed carefully. If the firm is completing the form, it should be completed for **ONE** individual who is representative of the class of workers whose status is in question.

If a written determination is desired for more than one class of workers, a separate Form SS-8 should be completed for one worker from each class whose status is typical of that class. A written determination for any worker will apply to other workers of the same class if the facts are not materially different from those of the worker whose status was ruled upon.

Please return Form SS-8 to the Internal Revenue Service office that provided the form. If the Internal Revenue Service did not ask you to complete this form but you wish a determination on whether a worker is an employee, file Form SS-8 with your District Director.

Caution: *Form SS-8 is not a claim for refund of social security tax or Federal income tax withholding. Also, a determination that an individual is an employee does not necessarily reduce any current or prior tax liability.*

Name of firm (or person) for whom the worker performed services	Name of worker
Commonwealth of Massachusetts Office of the Comptroller	
Address of firm (include street address, apt. or suite no., city, state, and ZIP code)	**Address of worker (include street address, apt. or suite no., city, state, and ZIP code)**
One Ashburton Place, 9th Floor Boston, MA 02108	
Trade name	**Telephone number** / **Worker's social security number**
Telephone number	**Firm's taxpayer identification number**
(617) 727-5000	046 002 284 0098

Check type of firm:

☐ Individual ☐ Partnership ☐ Corporation ☒ Other (specify) ▶ State

This form is being completed by: ☒ FIRM ☐ WORKER

If the form is being completed by the worker, do you object to disclosing your name or the information on this form to the firm? . . . . . ☐ Yes ☐ No

(If your answer is "Yes," we cannot furnish you a determination on the basis of this form. You may write to your District Director for further information. **Do not complete the rest of the form, unless the IRS requests it.**)

All items must be answered or marked "Unknown" or "Not Applicable" (NA). **If you need more space, attach another sheet.** This form is designed to cover many work activities, so some of the questions may not pertain to you.

Total number of workers in this class (if more than one, please see item 19) ▶ .....

This information is about services performed by the worker from ▶ N/A (Month, day, year) to ..... (Month, day, year)

What was the first date on which the worker performed services of any kind for the firm? ▶ N/A (Month, day, year)

Is the worker still performing services for the firm? . . . . . ☒ Yes ☐ No

If "No," what was the date of termination? ▶ ..... (Month, day, year)

In which IRS district are you located? N/A

1a Describe the firm's business Office of the Comptroller (financial management of commonwealth)

b Describe the work done by the worker .....

2a If the work is done under a written agreement between the firm and the worker, attach a copy. copies attached

b If the agreement is not in writing, describe the terms and conditions of the work arrangement .....

c If the actual working arrangement differs in any way from the agreement, explain the differences and why they occur .....

3a Is the worker given training by the firm? ☒ Yes ☐ No

If "Yes":

What kind? computer - systems training

How often? varies - as needed

b Is the worker given instructions in the way the work is to be done? ☒ Yes ☐ No

If "Yes," give specific examples Training & procedures assigned specific projects or agencies to work with

c Attach samples of any written instructions or procedures.

d Does the firm have the right to change the methods used by the worker or direct that person on how to do the work? ☒ Yes ☐ No

Explain your answer Changes in procedures, training, methods, forms, computer programs

e Does the operation of the firm's business require that the worker be supervised or controlled in the performance of the service? ☒ Yes ☐ No

Explain your answer State manager oversees projects and individual consultants

4a The firm engages the worker:

☐ To perform and complete a particular job only

☒ To work at a job for an indefinite period of time

☐ Other (explain) .....

b Is the worker required to follow a routine or a schedule established by the firm? ☒ Yes ☐ No

If "Yes," what is the routine or schedule? Normal work schedule 9:00 - 5:00 Follow procedures set up by State Manager

c Does the worker report to the firm or its representative? ☒ Yes ☐ No

If "Yes":

How often? Daily

For what purpose? Work assignment

In what manner (in person, in writing, by telephone, etc.)? In person

Attach copies of report forms used in reporting to the firm. N/A

d Does the worker furnish a time record to the firm? ☒ Yes ☐ No

If "Yes," attach copies of time records.

5a State the kind and value of tools and equipment furnished by:

The firm computers, space, furnishings, supplies, etc

The worker None

b State the kind and value of supplies and materials furnished by:

The firm Undetermined

The worker None

c What expenses are incurred by the worker in the performance of services for the firm?

N/A

d Does the firm reimburse the worker for any expenses? ☒ Yes ☐ No

If "Yes," specify the reimbursed expenses Travel

6a Will the worker perform the services personally? ☒ Yes ☐ No

b Does the worker have helpers? ☐ Yes ☒ No

If "Yes": Are the helpers hired by: ☐ Firm ☐ Worker N/A

If hired by the worker, is the firm's approval necessary? N/A ☐ Yes ☐ No

Who pays the helpers? ☐ Firm ☐ Worker N/A

Are social security taxes and Federal income tax withheld from the helpers' wages? N/A ☐ Yes ☐ No

If "Yes": Who reports and pays these taxes? ☐ Firm ☐ Worker

Who reports the helpers' incomes to the Internal Revenue Service? ☐ Firm ☐ Worker

If the worker pays the helpers, does the firm repay the worker? ☐ Yes ☐ No

What services do the helpers perform? N/A

7 At what location are the services performed? ☒ Firm's ☐ Worker's ☐ Other (specify) .....

8a Type of pay worker receives:
☐ Salary ☐ Commission ☒ Hourly wage ☐ Piecework ☐ Lump sum ☐ Other (specify) .....

b Does the firm guarantee a minimum amount of pay to the worker? ☐ Yes ☒ No

c Does the firm allow the worker a drawing account or advances against pay? ☐ Yes ☒ No
If "Yes": Is the worker paid such advances on a regular basis? ☐ Yes ☐ No

d How does the worker repay such advances? N/A

9a Is the worker eligible for a pension, bonuses, paid vacations, sick pay, etc.? ☐ Yes ☒ No
If "Yes," specify .....

b Does the firm carry workmen's compensation insurance on the worker? ☐ Yes ☒ No

c Does the firm deduct social security tax from amounts paid the worker? ☐ Yes ☒ No

d Does the firm deduct Federal income taxes from amounts paid the worker? ☒ Yes ☐ No

e How does the firm report the worker's income to the Internal Revenue Service?
☒ Form W-2 ☐ Form 1099 ☐ Does not report ☐ Other (specify) .....

f Does the firm bond the worker? ☐ Yes ☒ No

10a Approximately how many hours a day does the worker perform services for the firm? 7.5

b Does the worker perform similar services for others? ☐ Yes ☒ No ☐ Unknown
If "Yes": Are these services performed on a daily basis for other firms? ☐ Yes ☐ No ☐ Unknown
Percentage of time spent in performing these services for:
This firm 100 % Other firms ..... % ☐ Unknown
Does the firm have priority on the worker's time? ☒ Yes ☐ No
If "No," explain .....

c Is the worker prohibited from competing with the firm either while performing services or during any later period? N/A ☐ Yes ☐ No

11a Can the firm discharge the worker at any time without incurring a liability? ☒ Yes ☐ No
If "No," explain .....

b Can the worker terminate the services at any time without incurring a liability? ☒ Yes ☐ No
If "No," explain .....

12a Does the worker perform services for the firm under:
☒ The firm's business name ☐ The worker's own business name ☐ Other (specify) .....

b Does the worker advertise or maintain a business listing in the telephone directory, a trade journal, etc.? ☐ Yes ☒ No ☐ Unknown
If "Yes," specify .....

c Does the worker represent himself or herself to the public as being in business to perform the same or similar services? ☐ Yes ☒ No ☐ Unknown
If "Yes," how? .....

d Does the worker have his or her own shop or office? ☐ Yes ☒ No ☐ Unknown
If "Yes," where? .....

e Does the firm represent the worker as an employee of the firm to its customers? ☒ Yes ☐ No
If "No," how is the worker represented? .....

f How did the firm learn of the worker's services? Recruitment

13 Is a license necessary for the work? ☐ Yes ☒ No ☐ Unknown
If "Yes," what kind of license is required? .....
By whom is it issued? N/A
By whom is the license fee paid? N/A

14 Does the worker have a financial investment in a business related to the services performed? ☐ Yes ☒ No ☐ Unknown
If "Yes," specify and give amounts of the investment N/A

15 Can the worker incur a loss in the performance of the service for the firm? ☐ Yes ☐ No
If "Yes," how? N/A

16a Has any other government agency ruled on the status of the firm's workers? ☐ Yes ☒ No
If "Yes," attach a copy of the ruling.

b Is the same issue being considered by any IRS office in connection with the audit of the worker's tax return or the firm's tax return, or has it recently been considered? ☐ Yes ☒ No
If "Yes," for which year(s)? .....

17 Does the worker assemble or process a product at home or away from the firm's place of business? ☐ Yes ☒ No
If "Yes":
Who furnishes materials or goods used by the worker? ☐ Firm ☐ Worker
Is the worker furnished a pattern or given instructions to follow in making the product? N/A ☐ Yes ☐ No
Is the worker required to return the finished product to the firm or to someone designated by the firm? N/A ☐ Yes ☐ No

Answer items 18a through n if the worker is a salesperson or provides a service directly to customers.

18a Are leads to prospective customers furnished by the firm? ☐ Yes ☐ No ☒ Does not apply

b Is the worker required to pursue or report on leads? ☐ Yes ☐ No ☒ Does not apply

c Is the worker required to adhere to prices, terms, and conditions of sale established by the firm? N/A ☐ Yes ☐ No

d Are orders submitted to and subject to approval by the firm? N/A ☐ Yes ☐ No

e Is the worker expected to attend sales meetings? N/A ☐ Yes ☐ No

If "Yes": Is the worker subject to any kind of penalty for failing to attend? N/A ☐ Yes ☐ No

f Does the firm assign a specific territory to the worker? ☐ Yes ☐ No ☒ Does not apply

g Who does the customer pay? ☐ Firm ☐ Worker N/A

If worker, does the worker remit the total amount to the firm? ☐ Yes ☐ No

h Does the worker sell a consumer product in a home or establishment other than a permanent retail establishment? N/A ☐ Yes ☐ No

i List the products and/or services distributed by the worker, such as meat, vegetables, fruit, bakery products, beverages (other than milk), or laundry or dry cleaning services. If more than one type of product and/or service is distributed, specify the principal one. N/A

j Did the firm or another person assign the route or territory and a list of customers to the worker? N/A ☐ Yes ☐ No

If "Yes," please identify the person who made the assignment.

k Did the worker pay the firm or person for the privilege of serving customers on the route or in the territory? N/A ☐ Yes ☐ No

If "Yes," how much did the worker pay (not including any amount paid for a truck or racks, etc.)? $

What factors were considered in determining the value of the route or territory?

l How are new customers obtained by the worker? Explain fully, showing whether the new customers called the firm for service, were solicited by the worker, or both. N/A

m Does the worker sell life insurance? N/A ☐ Yes ☐ No

If "Yes":

Is the selling of life insurance or annuity contracts for the firm the worker's entire business activity? N/A ☐ Yes ☐ No

If "No," state the extent of the worker's other business activities

Does the worker sell other types of insurance for the firm? N/A ☐ Yes ☐ No

If "Yes," state the percentage of the worker's total working time spent in selling such other types of insurance %

At the time the contract was entered into between the firm and the worker, was it their intention that the worker sell life insurance for the firm: ☐ on a full-time basis ☐ on a part-time basis N/A

State the manner in which such intention was expressed.

n Is the worker a traveling salesperson or city salesperson? N/A ☐ Yes ☐ No

If "Yes":

Specify from whom the worker principally solicits orders on behalf of the firm.

If the worker solicits orders from wholesalers, retailers, contractors, or operators of hotels, restaurants, or other similar establishments, specify the percentage of the worker's time spent in such solicitation. %

Is the merchandise purchased by the customers for resale, or is it purchased for use in their business operations? If used by the customers in their business operations, describe the merchandise and state whether it is equipment installed on their premises or a consumable supply. N/A

19 Attach the names and addresses of the total number of workers in this class from page 1, or the names and addresses of 10 such workers if there are more than 10.

20 Attach a detailed explanation for any other reason why you believe the worker is an independent contractor or is an employee of the firm.

IMPORTANT INFORMATION NEEDED TO PROCESS YOUR REQUEST

Under section 6110 of the Internal Revenue Code, the text and related background file documents of any ruling, determination letter, or technical advice memorandum will be open to public inspection. This section provides that before the text and background file documents are made public, identifying and certain other information must be deleted. N/A

Are the names, addresses, and taxpayer identifying numbers the only items you want deleted? ☐ Yes ☐ No

If you checked "No," and believe additional deletions should be made, we cannot process your request unless you submit a copy of this form and copies of all supporting documents indicating, in brackets, those parts you believe should be deleted in accordance with section 6110(c) of the Code. Attach a separate statement indicating which specific exemption provided by section 6110(c) applies to each bracketed part.

Under penalties of perjury, I declare that I have examined this request, including accompanying documents, and to the best of my knowledge and belief, the facts presented are true, correct, and complete.

Signature ▶ Title ▶ Date ▶

If this form is used by the firm in requesting a written determination, the form should be signed by an officer or member of the firm.
If this form is used by the worker in requesting a written determination, the form should be signed by the worker. If the worker wants a written determination with respect to services performed for two or more firms, a separate form should be furnished for each firm.
Additional copies of this form may be obtained from any Internal Revenue Service office.

•U.S. GPO:1990-518-282/20301

EXPENDITURE REFUND INPUT FORM

THE COMMONWEALTH OF MASSACHUSETTS
COMPTROLLER'S DIVISION

DEPARTMENT / ORGANIZATION NAME

DOCUMENT ID						
TRANS	DEPT	R/ORG	NUMBER	ER DATE	ACCTG PRD	BUD F Y
ER						

ACTION: ENTRY (E) MODIFY (M)		BANK ACCOUNT CODE	CASH ACCT

COMMENTS:

DOCUMENT TOTAL:

LN	DEPT	APPROP	SUB	FUND	ORG	S/ORG	OBJ	S/OBJ	PROG	TY	PRJ/CL/GRC	RPTG

VENDOR CODE:	DESCRIPTION:	AMOUNT:	I/D	OLD RECEIPT ACCOUNT:

LN	DEPT	APPROP	SUB	FUND	ORG	S/ORG	OBJ	S/OBJ	PROG	TY	PRJ/CL/GRC	RPTG

VENDOR CODE:	DESCRIPTION:	AMOUNT:	I/D	OLD RECEIPT ACCOUNT:

LN	DEPT	APPROP	SUB	FUND	ORG	S/ORG	OBJ	S/OBJ	PROG	TY	PRJ/CL/GRC	RPTG

VENDOR CODE	DESCRIPTION:	AMOUNT:	I/D	OLD RECEIPT ACCOUNT:

PREPARED BY: _____ TITLE _____ DATE: _____

APPROVED BY: _____ TITLE: _____ DATE: _____

ENTERED BY: _____ TITLE _____ DATE: _____

CASH RECEIPT INPUT FORM

THE COMMONWEALTH OF MASSACHUSETTS
COMPTROLLER'S DIVISION



DEPARTMENT / ORGANIZATION NAME

DOCUMENT ID

TRANS	DEPT	R/ORG	NUMBER	CR DATE	ACCTG PRD	BUD F Y
CR						

ACTION: ENTRY (E) MODIFY (M)		TYPE OF DEPOSIT *	BANK ACCOUNT *	OFFSET CASH ACCOUNT *

COMMENTS:

DEPARTMENT TOTAL:

* FOR TREASURY USE ONLY

OLD RECEIPT ACCOUNT: _ _ _

REFERENCED DOC ID

DEPT	ORG	NUMBER	LN	FUND	DEPT	APPROP	SUB	ORG	S/ORG	REV/SRC	S/REV	PROG	TY	PRJ/CL/GRC	RPTG

BS ACCT	OBJ	S/OBJ	VENDOR/PROVIDER	DESCRIPTION:	AMOUNT:	I/D	P/F

OLD RECEIPT ACCOUNT: _ _ _

REFERENCED DOC ID

DEPT	ORG	NUMBER	LN	FUND	DEPT	APPROP	SUB	ORG	S/ORG	REV/SRC	S/REV	PROG	TY	PRJ/CL/GRC	RPTG

BS ACCT	OBJ	S/OBJ	VENDOR/PROVIDER	DESCRIPTION:	AMOUNT:	I/D	P/F

PREPARED BY: _____ TITLE _____ DATE _____

APPROVED BY: _____ TITLE _____ DATE _____

ENTERED BY _____ TITLE _____ DATE _____

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